

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
SEPTEMBER 17, 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

Chino Development League  
The 20/20 Network  
Chino Airport Tenants

**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, August 20, 2020**

Held over for next commission meeting.

**Commissioner Reports/Comments**

Commissioner Asmus requested updates on the Apple Valley Airshow 2020, fire or smoke issues regarding the County Airports and the requested 9% reduction in costs by the County.

Commissioner Fried shared that he did an informal survey of some hangar tenants at Apple Valley Airport. The tenants stated that they were pleased with the airport and its staff. He also spoke with the airport café tenants who shared that they were very enthusiastic about reopening and intend to do so as soon as the Covid-19 restrictions are lifted.

Mr. Jenkins indicated that the District Supervisor did not want to undertake the airshow or virtual airshow this year.

**Public Comments**

Mr. Velker suggested that there may be confirmation needed on some information in the minutes

from the meeting on August 20th.

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

Mr. Jenkins pointed out that he had not heard anything further from the City of Chino. Mr. Jenkins shared that he has communicated in writing what is required for the Department to grant the irrevocable easements around the perimeter of the airport.

**Information Item:** Painting of Compass Rose Completed.

Ms. Ortiz shared that on August 15<sup>th</sup> and the 22<sup>nd</sup> the Ninety-Nines completed the compass rose at Chino Airport. As per the commissioners' request a thank you letter was drafted for the commissioners to sign. A certificate of appreciation was also created for the Ninety-Nines.

Commissioner Bagley said that it would be good public relations and good advertisement for the airport if the media was informed of this and also a good way to showcase the Ninety-Nines.

Mr. Jenkins said that the Department will coordinate the effort and reach out to the County PR and the Ninety-Nines PR entity to draft a press release and try to get authorization to publish the same.

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

Two public service kiosks have been installed which will allow tenants to have FaceTime with staff in the administrative office or with the finance team. This is an option for tenants in addition to communication via telephone and e-mail. It also has a Maintenance Care application associated with it. Future plans include access for tenants to update their gate cards on the kiosk as well.

The County Administrative Office surveyed departments to determine if the departments were in favor of waiving the fee cycle for fiscal year 2021-2022. The Department of Airports chose to waive the fee cycle. No increases will be needed in the next fiscal year.

## **Director's Reports**

### *Capital Improvements*

Ms. Snelgrove reported that Building A550 is being remodeled. Environmental testing is currently being completed for the building and construction will begin in the next six weeks. There will be Covid-19 improvements including touchless faucets and toilets as well as workstations appropriately distanced from each other. In addition the service window will be modified to make it ADA accessible. Building B340 has issues with its roof and beams. There was a fire in one of the hangars and this was brought to the attention of Risk Management. An assessment of the beams was completed and the engineer's report is expected this week regarding its structural integrity.

The County Administrative Office approved the Department's planned projects for 2021. Projects moving forward include removing the abandoned underground storage tanks at Chino and Barstow-Daggett Airport.

Mr. Jenkins added that the structural integrity issue with Building B340 may require displacement of the twelve occupying tenants. If the building is deemed non-repairable then it will be demolished. There are no businesses associated with these facilities and there are no vacant spaces to relocate these tenants into.

*Board of Supervisors Activity*

Nothing to report.

*Real Estate*

Ms. Snelgrove provided information on current property leasing activity.

- Lease for Commercial Hangar 1 was fully executed. The tenant has moved in and has begun making improvements.
- Notice posted for interest in the Fox Nursery property and also for Building A245, which includes office space and ramp space. Depending on whether there is interest will determine if there will be a solicitation of proposal (SOP)
- Request for proposal (RFP) for Airport Keeper at Twentynine Palms Airport. Completed walk of the airport with four interested parties. All proposals are due September 23<sup>rd</sup>.

The current Airport Keeper has vacated the large hangar at Twentynine Palms Airport. Mr. Jenkins requested the Chair to appoint a Blue Ribbon Committee to assist in determining the best use for the hangar. The options are to either make it available to the airport tenants for repair or maintenance operations or offer it to the public in a solicitation process.

Commissioner Marquez and Commissioner Fried offered to serve on the Blue Ribbon Committee.

*Financial Report*

Mr. Jenkins explained that the Department is at 21% of the year and that revenue is on track for our targets. A plan has been prepared and submitted which satisfies the County's target for cutting expenses by 9%. Mr. Jenkins believes that the Department is excluded from that process due to not having any general fund monies that we accept to operate the Department's line of business. If something further develops relative to participating in the reduction in expenses the commission will be informed. An exercise was completed to determine what the impact would be if the Department had to reach further into its expenses. Mr. Jenkins doesn't believe that there will be any impact to staffing due to currently having open vacancies for some positions.

**Monthly Reports***Airport Planner*

- **Administration**
  - Coordinated with FAA to update Airport Capital Improvement Plan (ACIP) documents prior to submittal.
  - Participation in the Inland Empire Economic Partnership, Regional Leadership Academy.
- **Chino**
  - Coordinating with City of Chino and assorted developers regarding easements.
- **Desert and Apple Valley**
  - Continued environmental compliance support.

*Assistant Director*

- **Administration**
  - Re-engaged with Special Districts to conduct the Equivalent Dwelling Unit (EDU) Count. Special Districts looking at any units that use water or sewer or attached water or sewer which includes showers, sinks or any drains. For any of these units which do not have their own water meter a specific formula calculated by the Special Districts will determine the appropriate fees for each.
  
- **Chino**
  - Maintenance staff continue to actively paint, mow and weed. A lot of progress made on painting runways. All painting to be added to an annual scheduled cycle.
  - FAA update meeting 8/31/20. Reviewed some action items which were previously identified.
  
- **Apple Valley**
  - The Apple Valley Airshow and Virtual Airshow were cancelled.
  - Apple Valley Airport has a new phone number (760) 995-8761 fax (760) 995-8766.

**Chino Airport Operations**

Mr. Jenkins pointed out that the operational count has increased since March. The numbers have stabilized but are still significantly depressed compared to this time last year. The operational count through July is 105,924. The July count has not been at this operational level since 2016. The count will be significantly down for the end of the year. Despite the lower operational count there has not been a significant reduction in the amount of fuel being sold. The larger scaled commercial operations have continued and it is the transient operations that have decreased.

**Miscellaneous**

Nothing to Report.

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

The next meeting will be held on Thursday, October 15, 2020 at 10:00 a.m.

**Adjournment:** Meeting was adjourned by Commissioner Asmus at 11:07 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