

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
OCTOBER 15, 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:**

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

Department of Airports
Department of Airports
Department of Airports

Public Participation:

Bob Velker
Chuck & Sharon Stuewe
Harvey Luth
Chuck McCormick

Chino Development League
Chino Airport Tenants
Chino Fire Dept.
Mead & Hunt Engineering

Pledge of Allegiance

Led by Commissioner Canepa.

Report on Posting of Agenda:

Ms. Snelgrove stated that the agenda had been posted as required.

Awards, Guest Introductions and Announcements:

Commissioners and guests introduced themselves.

Ms. Snelgrove announced that at 10:15 A.M. County staff will be participating in the earthquake drill, the Great Shake-Out.

Ms. Snelgrove announced that a new maintenance worker has started at Chino Airport named Wally Garrett.

Action Item - Approval of Commission Meeting Minutes, August 20, 2020

Moved by Commissioner Marquez seconded by Commissioner Smith. The item passed unanimously to approve the commission meeting minutes from August 20, 2020.

Action Item - Approval of Commission Meeting Minutes, September 17, 2020

Moved by Commissioner Canepa seconded by Commissioner Bagley. The item passed unanimously to approve the commission meeting minutes from September 17, 2020.

Action Item: Recommendation by Commissioner Fried for Department of Airports Video.

Moved by Commissioner Fried seconded by Commissioner Marquez. The item passed unanimously to approve the making of the Department of Airports video.

Commissioner Reports/Comments

Commissioner Bagley shared that the Marine Corps has been conducting exercises at Twentynine Palms Airport including an MV-22 Osprey. He thinks a policy should be made that after an Osprey completes its exercises that the military manages a clean-up effort of the debris left behind.

Commissioner Marquez mentioned that he spoke with the Chino City Manager regarding the traffic flow around Chino Airport. He stated that the City Manager confirmed that his staff is reviewing the situation and that they will report back to Mr. Jenkins with a traffic flow analysis.

Commissioner Marquez requested that an invitation be extended to the new Chief Executive Officer (CEO), Leonard Hernandez, for the next commission meeting.

Public Comments

Mr. Velker shared that next Monday Chino Development League will go before the Planning Commission and the City of Chino with a request for approval from the Planning Department to get the necessary entitlements to move forward on development.

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

Ms. Snelgrove shared that the Department had received communication from the City of Chino on October 13th. The City put out an RFP to solicit bids for right of way and surveying services around Chino Airport. October 20th will be a pre-proposal meeting and bids are due November 3rd.

Information Item: Recommendation by Commissioner Fried for Department of Airports Video.

Commissioner Fried read his proposal requesting that the Commission recommend to the Airport's Director a creation of a video about the County airports. Each of the Department's airports would be highlighted including their history and development and ongoing usage. This is to educate the community as to the rich history and the current value they bring to San Bernardino County.

Commissioner Canepa offered to reach out to Bob Dutton to assist with the segment on history of the airports.

Ms. Snelgrove advised that Mr. Jenkins will have to speak to County Administration regarding the project so not to conflict with other public communications being developed. She will also review the Department budget with Mr. Jenkins. This project will be taken forward to the CAO's office for recommendation of who will take the lead on this project. She recommended that an outline be provided to Mr. Jenkins to submit to the CAO's office.

Commissioner Asmus requested that this be added to the agenda for several months until it is completed.

Information Item: Department of Airports - COVID 19 Update.

Ms. Snelgrove shared that there wasn't a significant update regarding Covid-19. The County is looking at some new technology for customer service programs which the Department of Airports has volunteered to be pilot for.

Approximately ten tenants have asked for deferment, but most of those tenants are now making payments. There have been no significant impacts to the Department revenues by Covid-19.

Director's Reports*Capital Improvements*

- Apple Valley

- The Department is moving forward with the on-call engineering contract. This will go before the Board mid-November for approval. Once approved then we will continue to move forward with all of the Apple Valley Airport projects. The construction on projects will possibly begin in late winter or spring.
- Chino
 - Hangar restroom meeting to review plans today.
 - Budget adjustment has been made for additional funding for the septic and sewer line between hangars A560 through A495.
 - The Department is moving forward on the removal of abandoned underground storage tanks. Construction is expected to start in the next couple weeks. The removal of the Barstow-Daggett underground storage tank will follow.
 - The Department is beginning to look at fiscal year 2022 Capital Improvement Projects which submittals are due for in December.

Board of Supervisors Activity

Nothing to report.

Real Estate

Ms. Snelgrove provided information on current property leasing activity.

- SOP released for a small amount of acreage related to the current R&R Properties. The agricultural fields.

Financial Report

Ms. Snelgrove shared that we are at 28% of the year. The Department is at 29% expenditures and revenues are at 20%, which represents about a 7% decrease due to rent deferrals.

Monthly Reports

Assistant Director

- **Administration**
 - Attended weekly Covid-19 County Administration Coordinating Call.
 - AAE Law workshop – Attended along with Adrianna Ortiz, Airport Planner and Agnes Cheng from County Council.
 - Attended FAA ACIP Coordination meeting.
- **Chino**
 - One Chino maintenance position has been filled and awaiting background check results on a second candidate who was offered a position. In early November a recruitment will open for an additional two positions.
- **Apple Valley**
 - Apple Valley Airport has a new phone number (760) 995-8761 fax (760) 995-8766.
- **Twentynine Palms**
 - RFP released for Airport Keeper concluded September 28th. One incomplete proposal was received.

Airport Planner

- **Administration**

- Participation in the Inland Empire Economic Partnership, Regional Leadership Academy.

- **Chino**

- Coordinate for the Chino Desalter and any easement or construction that occur with the airport.

Chino Airport Operations

Ms. Snelgrove shared that the Chino operation numbers are down a bit from July to August. The numbers in May, June and August remained flat with a slight peek in July, but more activity has been noticed in the last couple of weeks.

Miscellaneous

Nothing to Report.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, December 3, 2020 at 10:00 a.m.

Adjournment: Meeting was adjourned by Commissioner Asmus at 10:50 a.m.

Respectfully submitted,

Signature Not Available
Larry Asmus
Airports Commission

Signature Not Available
Maureen Snelgrove, Assistant Director
Department of Airports

Signature Not Available
Nicole Leyden, Secretary
Department of Airports