

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
December 2, 2021.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Jim Bagley. Meeting location: Twentynine Palms Airport: 78569 Twentynine Palms Hwy, Twentynine Palms, Ca 92277.

Commission Members Present:

Larry Asmus, Valley at Large
Jim Bagley, Desert at Large
William Smith, Third District
Ray Marquez, Fourth District, Vice Chair
Mark Alvarez, Fifth District

Commission Members Absent:

Dillan Lesovsky, First District
Christine Canepa, Second District, Chair

Staff Present:

James E. Jenkins, Director
Maureen A. Snelgrove, Assistant Director
Nicole Leyden, Secretary
Tammy Gann, Communications Officer
Alfonso Romo, Maintenance Supervisor
Jared Green, Maintenance Worker I
Eduardo Trujillo, Operations Tech I
Agnes Cheng, Deputy County Counsel
Lorraine Davila, Real Property Agent II

Department of Airports
County Counsel
Real Estate Services

Public Participation:

None

Pledge of Allegiance

Led by Commissioner Bagley.

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.

Ms. Snelgrove announced that Department Staff Analyst II, Erin Johnson has accepted a promotional opportunity with the Department of Behavioral Health and will be departing December 14th. Airport Planner, Adrianna Ortiz has also accepted a promotional opportunity and will be departing January 14th.

Action Item - Approval of Commission Meeting Minutes, October 21, 2021

Moved by Commissioner Smith seconded by Commissioner Asmus. The item passed unanimously to approve the commission meeting minutes from October 21, 2021.

Action Item – Nominations and Election of Airports Commission Chairman for 2022

Moved by Commissioner Asmus, seconded by Commissioner Alvarez to nominate Commissioner Ray Marquez for Chairman. Ayes – 5, Nays – 0, Absent – 2. All commissioners present voted in favor.

Action Item – Nominations and Election of Airports Commission Vice Chairman for 2022

Moved by Commissioner Smith, seconded by Commissioner Asmus to nominate Commissioner Mark Alvarez for Chairman. Ayes – 5, Nays – 0, Absent – 2. All commissioners present voted in favor.

Action Item – Review and Approval of 2022 Airports Commission Meeting Calendar

Moved by Commissioner Asmus, seconded by Commissioner Alvarez to approve the commission meeting schedule for 2022 with noted changes. Ayes – 5, Nays – 0, Absent – 2. All commissioners present voted in favor.

Commissioner Reports/Comments

Commissioner Asmus expressed his appreciation for the Commission Meetings being scheduled at the various airport locations for the year 2022.

Commissioners Alvarez and Smith stated that they prefer to meet in person if possible, rather than meeting electronically.

Commissioner Bagley welcomed everyone to Twentynine Palms Airport. He stated that the airport is underutilized but is a very valuable asset. He believes everything should be done to enhance its sustainability. He believes that it is good for the commissioners to physically be present and to take tours of the airports to see the issues on the ground.

He also shared that meeting in person is important because public engagement is essential to the mission of the Airport Commission.

Mr. Jenkins added that the Department will continue to offer hybridized meetings in the locations where the infrastructure allows us to do so. This will allow the public and commissioners the ability to participate via electronically when they are unable to attend in person.

Public Comments

None

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

Mr. Jenkins gave a brief update. The City of Ontario and Chino are undertaking developments around Chino Airport and there are right of way dedications which they both require. Chino engaged outside consultants to map the perimeter of Chino Airport to ensure and identify the City's needs for municipal improvements, such as sidewalks, roadway widenings, street lighting, and curbs and gutters. The Department is awaiting the report from the City of Chino with this information, but due to setbacks with funding and staffing the City has been delayed in providing it. The City is providing the Department weekly updates regarding contractual obligations that the City has undertaken for the improvements that are taking place on Kimball Avenue. These include a stormwater conveyance structure that the City is now responsible to install on behalf of the County. This was an agreement which was approved by the Board of Supervisors in which the County will pay the City to do. This is based on the fact that they are already undertaking a large level of improvements on Kimball Avenue. This will be completed in about two months.

Related to the right of way corridor for Merrill Avenue, the City of Ontario is installing several signalized intersections. They require the property dedications on the south side of Merrill Avenue so that these four-way intersections can be built. The City of Chino will be the beneficiary of the dedications on behalf of the City of Ontario. There are four developments along Merrill Avenue between Hwy 83 and Carpenter that are currently being built. This will be a truck thoroughfare for all the truck traffic and developments, as most of the area is commercial industrial warehousing along Merrill Avenue.

Information Item: Department of Airports Video

Ms. Gann gave a brief update. The segment for Baker Airport is complete and some of the video footage for Twentynine Palms has been done. Ms. Gann stated that she is trying to complete a segment for one airport per month. She would like to have Barstow-Daggett's video footage

completed next and she is hopeful that in March or April she will be wrapping up the remaining airports.

Director's Reports

Capital Improvements

- Chino
 - Taxiway M Improvements – completed.
- Apple Valley
 - Exterior painting project – to be completed next week. Exterior lighting and signage to be completed next.

Board of Supervisors Activity

- Easement granted to Frontier Communications in Twentynine Palms which will help with Wi-Fi at the airport.
- Amended contract with Tetra-Tech for services related to Chino Airport Groundwater Remediation Project for the Chino Plume.
- Other routine items related to development around the airports.

Real Estate

- Sublease drafted with Leading Edge Avionics, Inc.
- SOP process ended for Hangars A-385 & A-390, currently leased by Santiago Communities. Financial analysis to be completed and a recommendation will be made.
- Analysis completed for Fair Market Value for Hangar 1 at Twentynine Palms Airport. Moving forward with SOP.

Financial Report

Ms. Snelgrove shared that The Department is currently at 42% of the fiscal year. Department expenditures are at 30% and revenue is at 38%. This is slightly below where the Department would typically be at this time of the year, which partially due to Covid deferments. Apple Valley is on track for this time of year. We have been informed by the Assessor's Office that the Department will receive an increase in CSA 60 tax revenue for December/January payment. For the balance of the airports, expenditures are at 70% due to major projects which were addressed for health and safety purposes. Revenue is on target and is at 38%. All fees are being reviewed based on the new appraisals received for Apple Valley and Chino Airport. The proposed fee ordinance will be completed next week and it is anticipated that hangar fees be increased in the next fiscal year.

Mr. Jenkins added that the Department had some major projects this year which puts us out of balance in terms of expenditures. In early 2021 there were several air conditioners which failed and were funded by monies from the Operations budget. This money will be replenished with funds from the Department Reserves in the first quarter budget adjustment. Due to some of these unanticipated expenditures the Department will be rebalancing some accounts in the upcoming budget adjustment cycle.

Monthly Report

Assistant Director

- **Admin**

- Positions for Chino Airport Manager and Apple Valley Manager - Five candidates have been interviewed and eight more will be interviewed next week. A second interview, and possibly a third, will be conducted for the two candidates selected.
 - Position for General Service Worker – list expected in two weeks.
 - Position for Operations Tech – test to be administered with a list to follow in January.
 - Staff participated – SWAAAE Education Session Part 163.
- **Chino Airport**
 - New Air Traffic Control Tower Manager – meeting planned.
 - Chino Beautification and Branding – continued.
 - Chino Remediation Meetings – continued.
 - SOP Evaluations – continued
 - Fiscal Year 2022 ACIP (Airports Capital Improvement Plan) package to FAA – submitted.

Chino Airport Operations

Through October Chino operational count is at 164,000. It is anticipated that the count will be between 190,000 and 200,000 by the end of the year. This will be higher than it was in 2020 as traffic numbers are quickly rising. Chino is becoming very busy recovering from Covid reductions and the operational numbers are expected to escalate.

Mr. Jenkins explained that the Department is in the process of acquiring a subscription service which is ADS-B based information that will track air traffic count information for the outlying airports. He is hoping to have it prior to the next fiscal year. Traffic count information is important for state and federal grants and for measuring the utilization of an airfield.

Other Business

None

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, January 20, 2022 at 10:00 a.m. at Department of Airports, 777 E. Rialto Avenue, San Bernardino, Ca 92415.

Adjournment: Meeting was adjourned by Commissioner Bagley at 11:21 a.m.

Respectfully submitted,

Signature Not Available
Jim Bagley
Airports Commission

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

Signature Not Available
Nicole Leyden, Secretary
Department of Airports