

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
DECEMBER 7, 2017.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:07 a.m. by Commissioner Roy Cox. Meeting location: Needles Airport, El Garces, 950 Front Street Needles, Ca 92363

Commission Members Present:

Roy Cox
Jim Bagley
Mark Taylor

Commission Members Absent:

William Smith
Larry Asmus
Ray Marquez

Staff Present:

James E. Jenkins, Director of Airports
Maureen Snelgrove, Assistant Director
Cyle Woodruff, Airport Manager
Nicole Leyden, Secretary I

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Visitors Present:

No visitors

Pledge of Allegiance

Led by Commissioner Cox.

Report on Posting of Agenda:

Mr. Jenkins stated that the agenda had been posted.

Awards, Guest Introductions and Announcements:

Mr. Jenkins announced that we have hired a new Maintenance Worker I for Apple Valley Airport named James Jacobs.

Mr. Woodruff shared that Mr. Jacobs started on November 27th and will be working Monday through Thursday for the first month shadowing the Maintenance Supervisor, Vince Corona. He will also be making trips out to the other county airports with staff. After that we will put him on the rotating schedule and have him shadow the Maintenance Worker II, Chet Munch, before he will be working at the airport by himself.

Mr. Woodruff also shared that during the desert staff holiday luncheon Greg Latner was awarded his service pin for 15 years of service.

Ms. Snelgrove informed us that Mitch Kinser was to be awarded for 20 years of service at the Board of Supervisors that day.

Mr. Jenkins informed the commissioners that the Department of Airports staff would be having a holiday luncheon on December 13th and that they were all welcome to participate.

Action Items

Due to lack of quorum action items could not be voted on and will be placed on the January

agenda.

Commissioner Reports/Comments

Commissioner Bagley commented that the wind was the major deterrent for attendees to fly in for the commission meeting.

Commissioner Bagley was thankful for staff getting the lock code changed at the pilot's lounge at Twentynine Palms Airport. He also said that there is still a lot more crack sealing that needs to be done there.

Commissioner Bagley inquired about cameras for Twentynine Palms Airport.

Mr. Woodruff explained that he purchased an eight-camera system with a DVR to store footage. He will be going out there to determine where the cameras should be placed. He will schedule this for the following week so the sub-committee can also be there to have input on the camera locations. Since it is not a wireless system they will be limited on the locations. Mr. Woodruff said that he believed that from the building we should be able to get a good range of view, including the ramp, the main gate, pedestrian gate, inside the pilot's lounge and office.

Commissioner Taylor asked if there were plans to pave the dirt area next to the restrooms at Apple Valley Airport.

Mr. Jenkins said that we can speak to C&S about adding this to be completed with other projects.

Public Comments

No public attended.

Director's Reports

Capital Improvement Program

Mr. Jenkins shared that they had their capital improvement meeting the previous week. Several projects were discussed including the hangar windlock project at Apple Valley Airport that should come to a close as early as next week.

Also discussed was the paving project at Yanks Air Museum at Chino Airport. We realigned that project and put it back on the books. We will do a second quarter budget adjustment and the project will probably be underway around May 2018.

Board of Supervisors Activity

Mr. Jenkins informed us that there was no Board of Supervisors activity in this past cycle.

Real Estate

Mr. Jenkins reminded us that at the last commission meeting he shared that Mooney had completed their move from Chino Airport. He explained that they continue to pay rent on Commercial Hangars #1 and #2 due to having a sub-tenant there. Their sub-tenant is So Cal MRO who have a flight school in Commercial Hangar #1. Unfortunately, they do not have much ramp space so they continue to store aircraft in unauthorized areas instead of inside their hangar. We continue to manage this with them a couple times a week.

Mr. Jenkins gave a brief update on Yancey Enterprises. He stated that this is a company that rebuilds Allison engines and relocated to Chino from Rialto Airport. The City of Rialto was required to give them like facilities. In order to make the facilities available and ready for them they had a cost of 1.3 million dollars, which caused a major delay. They have done extensive improvements including installing fire suppression. We expect that this tenant improvement will be done sometime in February and that they will be fully operational at that time.

Financial Report

Mr. Jenkins pointed out that we are still having issues with the new county financial program. The county just introduced a new module so that the year-end estimate process can be undertaken in an automated fashion. Ms. Snelgrove and the department's Staff Analyst II, Elvia Hernandez, will be reviewing it next week. At the next commission meeting we will be able to submit financial reports as usual.

Mr. Jenkins explained that we are on target and we haven't had any unusual expenses. The only thing that we have done in the recent past that may have an effect is we had a few additional expenses associated with the plume at Chino Airport. These are monies that we will be getting back through the insurance reimbursement program, though. We had to hire additional outside council to do an environmental assessment of the development of properties at the airport in the future and it involves risk analysis and assessment of those facilities.

Monthly Reports

Ms. Snelgrove shared some of her monthly report. She had her first field inspection with the FAA. After that she said that we have aggressively started managing the weeds and turf on the runways, as this was a big concern. We are also starting to make improvements on the lighting and signage. We will start replacing signage as necessary as we are currently getting quotes. Ms. Snelgrove shared that she is spending three days a week at Chino Airport to learn the operations there. She also met with the City of Chino regarding the port-a-port moving from Bracket Airport to Chino Airport, which is moving forward.

There is a delay in the appraisals of the airports for the fee review, but we should be into contract with those in January, so we expect to start late January.

Regarding Capital Improvement Projects environmental testing is currently being done for building removal of A220, closely followed by building A305.

Ms. Snelgrove is meeting with the engineer tomorrow to look at traffic management plan for relocation of the mailroom at Chino Airport to the south end of Cal Aero Dr.

Monday she has a meeting with the Internal Project Management Division and C&S to review the terminal parking and taxiway reconstruction to finalize those plans at Apple Valley Airport.

Ms. Snelgrove stated that our Project Manager is giving our projects a great deal of attention and everything is getting traction.

Mr. Jenkins added that the current Project Manager is working on all the stalled projects, specifically our project on Kimball Ave., the storm-water conveyance and several projects at the Apple Valley Airport. Those projects at Apple Valley include the wash-rack project, the parking lot pavement project, the reconfiguration and lighting project, and the taxi lane improvement project by Midfield. This will also include the complete rehabilitation and reconstruction of runway 18/36. This is depending on federal dollars which we expect to see in 2019 and is a ten million dollar project.

Mr. Woodruff shared some of his monthly report. He attended Airport Wildlife Hazard Management training at LAX. He believes it is a valuable annual training even though not mandatory since we do not have a Part 139 airport. He was also invited to sit in on an interview panel for Airport Maintenance Supervisor position at LAWA (Los Angeles World Airports). He said that it was educational to see how they do their interview panels.

We conducted our Apple Valley Airshow debrief meeting internally and another with the volunteer groups and others who assisted us.

The Inland Empire Airport Managers meeting was at Ontario Airport this quarter. In these meetings the airport managers in the area meet and discuss related issues and remind each other of different events taking place. Mark Thorpe, CEO of Ontario International Airport Authority, was the presenter and he spoke about the various plans and projects that they have going on and what their long term goals are. After the meeting a tour was given from one of the operations personnel.

The Chino Airport Local Runway Safety Action Team met on November 8th. Chino Airport has a spotlight on it with the FAA due to the number of pilot and pedestrian deviations and runway incursions. We changed from an annual to a quarterly meeting to stay on top of the issues that are occurring. We are working diligently on getting our striping, lighting, and signage updated so there can't be blame put on the airport sponsor for any runway deviations or vehicle, pedestrian deviations occurring.

Mr. Woodruff stated that the airfield looks really good right now. He pointed out that staff has not only been working diligently on weed abatement around the signs and lights, but they are also washing the signs, which has made a significant improvement of the visibility of them.

Mr. Jenkins shared that we get an annual inspection from Cal Trans who arrive unannounced. They were out last November and they gave us a clean bill of health and then five months later the FAA pointed out discrepancies and deficiencies. Mr. Jenkins said that some of the higher numbers of pilot deviations and runway incursions, in his opinion, is due to Chino Airport being a training facility for aircraft controllers and also due to the flight schools there and high number of operations. He said that we are taking an inward look and taking action updating what we are responsible for so we cannot be blamed for the creation of operational errors. There will be a point, though, where the airport sponsor has done all it can do and at that point the FAA will have to take a look at other areas.

Mr. Jenkins explained that we've engaged a new design standard with the concurrence of the FAA. We will be marking Chino Airport as if it is a Part 139 facility. The markings on the ground will be 139 markings which are quite enhanced. We will be following the 139 checklist so when we get to a level of obscurity on paint or markings on the ground we will be refreshing them. The cost for that design is \$81,000 and we are committed to making that investment to bring us up to 139 specifications. Mr. Jenkins believes that once the FAA sees that we are committed to this that we are likely to see some money to offset the cost.

Chino Airport Operations

Mr. Jenkins said that the number of operations in Chino is high. In October there were 20,000. We are expecting around 180,000 operations total for this year.

Despite the number of operations being high it is not necessarily equating to a lot of additional fuel flow. Our fuel flow is currently at approximately 1.3 million gallons. We have one operator that is looking for additional fuel storage capability to bring another 100,000 gallons of fuel to store on the airfield.

Mr. Jenkins stated that he has briefed the commission previously on the Maintenance Care Program which we have instituted to help people communicate their maintenance needs to us. We implemented this about 10 months ago and now we are going to do a roll-out. We will give stickers to all people that have hangars and ground lease facilities to be posted in their facilities. Also we will be posting signs at each airport to describe how to report a maintenance need. You can also go to our website to get to Maintenance Care. This is intended to be the mobile version right at your hangar. This will be a tool that will help us obtain our goals in trying to meet our needs of the airport users and stakeholders to ensure that the facilities are maintained at a high standard.

Mr. Jenkins explained that Planes of Fame is expanding their facility. They currently have 2 museums, one is in Arizona. They own the airfield there and they shutter it for the winter and operate during the warmer months by closing down from fall to late spring. He believes that Planes of Fame is planning for a time where they are not able to host an airshow at Chino Airport. As development happens and things become constrained around the airfield they are looking for an option to where they may have an airshow. Mr. Jenkins doesn't think it matters to them where it is because they know people will come. They are in open discussions with the city of Lincoln, California right now on a facility there with a couple of unique opportunities. The city has property that is adjacent to and across the street from the airport that they may be able

to acquire on a fee basis. So they will have an ownership avenue of a property for an additional facility there, which is what they have in Arizona. Their lease agreement with us runs through 2030 and according to the board members that Mr. Jenkins has talked to they do not have any intent of abandoning Chino; they are just expanding their operations.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, January 25, 2018 at 10:00 a.m. at Airports Department, 777 E. Rialto Avenue, San Bernardino, Ca 92415

Adjournment: Meeting adjourned by Commissioner Cox at 11:08 a.m.

Respectfully submitted,

Roy Cox
Airports Commission

James E. Jenkins, Director
Department of Airports

Nicole Leyden, Secretary I
Department of Airports

RECORD OF INFORMATION