

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
MAY 24, 2018.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Roy Cox. Meeting location: Department of Airports – 777 East Rialto Avenue San Bernardino, Ca 92415

Commission Members Present:

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

Commission Members Absent:

Christine Canepa, Second District

Staff Present:

James E. Jenkins, Director
Maureen A. Snelgrove, Assistant Director
Cyle Woodruff, Airport Manager
Nicole Leyden, Secretary
Amanda Duncan

Department of Airports
Department of Airports
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Department of Airports
Real Estate Services

Visitors Present:

Bob Velker
Deana Olivares-Lambert
Carl Scholl
Chuck McCormick
Doug Crowther
Christian Guntert

Chino Development League
The 20/20 Network
Aero Trader
Mead & Hunt
Threshold Aviation
Field Rep., BOS – Robert Lovingood

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:

Guests introduced themselves.

Mr. Jenkins announced that 2 weeks ago the Apple Valley Airport Secretary, Nicole Leyden, received the annual Award of Excellence from the County.

Action Item - Approval of Commission Meeting Minutes, April 26, 2018

Moved by Commissioner Taylor, seconded by Commissioner Asmus. The item passed unanimously to approve the commission meeting minutes from April 26, 2018.

Commissioner Reports/Comments

Commissioner Bagley praised the Department staff for their hard work at the Chino Airshow. He believes it to be one of the best in the country.

Commissioner Smith also attended and agreed it was a great airshow.

Commissioner Cox attended the Airport Layout Plan meeting in Needles a week prior with Mr. Jenkins and Ms. Snelgrove.

Public Comments

No public comments.

Information Item – Chino Airshow in Review

Mr. Jenkins provided information about the Chino Airshow. He said that it was a successful weekend. With the hot weather there was an excessive number of medical call-outs, but included only 4 transports. Planes of Fame had a record number of pre-sell tickets, which sold out. He believes attendance was around 21,000-22,000 for the entire weekend, which is about average.

Mr. Jenkins believes that Planes of Fame was using this year as an evaluation to determine whether or not they will continue to have airshows at Chino.

The Department did not receive any significant negative comments from Yanks Air Museum or anyone involved in the recent lawsuit.

The events in the evening following the airshow were an issue. Many tenants have parties in their hangars in for which they receive a certificate from the department, but these are becoming more problematic.

Information Item – Apple Valley Airshow

Mr. Jenkins stated that the 2018 Apple Valley Airshow went to the Board of Supervisors for approval this past Tuesday. The general admission was increased from \$5 to \$8. The department doesn't make much revenue, but the airshow is put on to promote aviation and to ensure that the airport remains a viable part of the community.

Director's Reports

Capital Improvement Program

Mr. Jenkins shared that the Capital meeting with the Project Manager was held the previous day.

The windlock installation program at Apple Valley Airport - Complete and a final inspection will be done within the next week.

Parking lot improvements and washrack – discussed.

Drainage basin at the southwest portion of the Apple Valley airfield - the Department has started the process of acquiring property. Studies and a cultural resources outreach are being done and should be completed by the end of the summer. The cost of the land has been calculated and the owner has agreed to sell it.

The Kimball Ave Storm Water Drainage Conveyance Project - Now has an approved traffic control plan from the City of Chino and is being prepared to go to public bid in August.

Chino Building A305 – several phased project in demolition of the building. Relocation of the phone equipment near completion. Building removal to be completed early in the next fiscal year.

Yanks Air Museum paving project – Design complete. Coordination to be done to decide how to relocate the items in their side yard during construction.

Chino Building A220 – Demolition is complete.

Chino northwest ramp – Disadvantaged Business Enterprise process is underway in which a meeting is scheduled for on June 5th.

Staff attending FAA conference in June to become more familiar with the DBE process.

The asphalt ramp at the Commercial Complex – To be repaired in the upcoming year. The one on Corsair Drive will be a different project, but will also be rehabilitated in this coming fiscal year.

Mail Center – Post Office has approved location at building A-550 for new mailroom.

Twentynine Palms Shade Port Construction – Discussed as an upcoming project.

Twentynine Palms Airport – Department staff and new Desert Maintenance Supervisor accomplishing a lot. Plumbing, up-keep, gate repair done. Restrooms rehabilitated and new furnishings for the pilot lounge purchased.

Twentynine Palms Airport camera system – Contract in place and cameras scheduled to be installed by the end of next week. Reevaluation complete and new wiring, new equipment, DVR and monitoring system to be installed.

Twentynine Palms Airport - To have a new gate system installed using Smart-Cards. Also, asphalt/pavement repairs to come. Plan to rehabilitate quarters and the Department will be soliciting for a caretaker for the facility.

Board of Supervisors Activity

Mr. Jenkins shared that the Board received the list of approved short term leases. Also brought before the Board was the 2018 Apple Valley Airshow. Both were approved.

Real Estate

Mr. Jenkins briefed on a couple of real estate items.

Yancey Enterprises in Hangar A-480 and A-485 – Displaced by Rialto Airport. An unqualified company damaged some of their equipment during the move to Chino Airport. By fall they should be up and operational and able to continue building Allison engines.

Chino Port-a-Ports – Process is underway for 62-63 privately owned port-a-ports to be under county contract. Will be completed by July 1st.

Chino Hangar A-490 – SOP issued and 3 proposals received. AB Source was successful and will be occupying the hangar after lease negotiation.

Chino Building B-295 – Building North West of the tower. SOP closed this past week. Five proposals received.

Ms. Duncan briefed on a couple of real estate items.

Lease for Parcel B-305 – submitted for Board consideration on June 26th.

Real Estate Services continuing to work on 15-17 port-a-ports.

Parcel B-190 – SOP – Two proposals received.

Mr. Jenkins pointed out that the sod operation on the north side of the airport is temporary and that they will be relocated to their permanent location on Kimball Ave. by the end of June.

Mr. Jenkins stated that the Department had a meeting with 3rd Generation Taco regarding their

payment history, lack of payment, and short payments. There will be an extension to their lease agreement for one year to determine whether or not they will get a term lease moving forward.

Financial Report

Mr. Jenkins pointed out that we are at 88% of the year with expenses at 74% and we've earned 98% of our revenue. We are on track and well-balanced.

Monthly Reports

Ms. Snelgrove: Follow-up from last commission meeting regarding distribution of quarterly newsletter. Contacts have now been updated. Also a link added to the Department website.

Chino gate system – has been repaired. Mailroom is now functioning.

Chino Airfield light panels – expected to be received at the end of June.

Toured Desert airports with new Maintenance Supervisor – Her first time at Barstow-Daggett Airport. Set projects and tasks for clean-up.

Met with Project Manager – Discussed projects put into the budget this coming fiscal year – gutter installations, relocation of mailroom, and some roofing projects.

Participated in the Airport Layout Plan (ALP) Technical Advisory Committee – for Needles Airport.

Needles Airport - Set project tasks for restroom.

Chino Airport Appraisal – Completed and approved by Real Estate Services - Going to the Board on July 10th.

Apple Valley Airport Appraisal – Draft expected by the end of May.

Mr. Jenkins explained that some of the county contracts in place require a reappraisal of rates. The appraisal is a tool that will allow the Department to make a recommendation to the Board of Supervisors regarding what our fee ordinances rates may be. Most contracts are not affected by the appraisal. They are the guiding documents for setting rates for T-Hangars and tiedowns

Mr. Woodruff: Weekly meetings with the new Desert Maintenance Supervisor - Reviewing projects and concerns relating to Desert airports.

LA Aerobatic Club Contest – Monitored contest at Apple Valley Airport - same weekend as Chino Airshow.

Apple Valley Airshow – Performer bids reviewed and preparations are underway.

Caltrans Department of Aeronautics – Airport Permit Compliance Inspections (5010 inspections) – All airports completed except for Apple Valley.

Runway Safety Action Team (RSAT) concerns regarding striping and markings at Chino Airport - Caltrans believes that there are no major deficiencies with Chino Airport markings. In regards to runway deviations and surface incidents that have occurred Caltrans believes Chino Airport has been maintained.

The Department has taken the recommendations of the FAA and have begun a re-striping

program at Chino Airport and are about 30% complete.

Water & Sanitation Department – Contract with Special Districts for sewer clean-up services – Continuing to get into all buildings and into all hangars with water facilities.

Chino Airport Operations

Mr. Jenkins explained that Chino Airport operations are on an upward trend. If it continues then it will be about a 220,000 operation count by the end of the year. The high numbers are partially due to a lot of training activity. These high counts also bring surface incidents, incursions and operational errors by pilots, although there have not been any incidents where there have been contact on the ground, nor any injuries. It's all been administrative in nature.

Date, Time and Place of Next Meeting

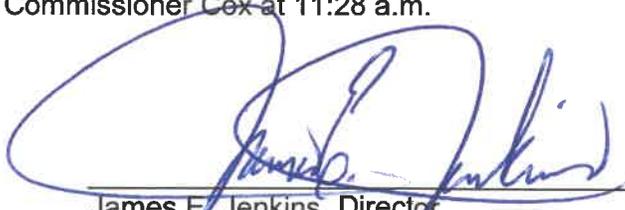
The next meeting will be held on Thursday, June 28, 2018 at 10:00 a.m. at Department of Airports, 777 E. Rialto Avenue, San Bernardino, Ca 92415

Adjournment: Meeting adjourned by Commissioner Cox at 11:28 a.m.

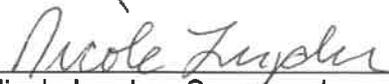
Respectfully submitted,



Roy Cox
Airports Commission



James E. Jenkins, Director
Department of Airports



Nicole Leyden, Secretary I
Department of Airports