

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
JUNE 28, 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
Christine Canepa, Second District
William Smith, Third District,
Ray Marquez, Fourth District
Larry Asmus, Valley at Large

Commission Members Absent:

Staff Present:

James E. Jenkins, Director
Maureen A. Snelgrove, Assistant Director
Cyle Woodruff, Airport Manager
Nicole Leyden, Secretary
Agnes Cheng
Steve Mintle

Department of Airports
Department of Airports
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Department of Airports
County Counsel
Real Estate Services

Visitors Present:

Bob Velker
Deana Olivares-Lambert
Suraya Lambert
Carl Scholl
Chuck McCormick
Robert Marland
Chuck & Sharon Stuewe

Chino Development League
The 20/20 Network
Guest
Aero Trader
Mead & Hunt
Retired (A&E)
Chino Airport Tenants

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.

Action Item - Approval of Commission Meeting Minutes, May 24, 2018

Moved by Commissioner Asmus, seconded by Commissioner Smith. The item passed unanimously to approve the commission meeting minutes from May 24, 2018.

Commissioner Reports/Comments

Commissioner Bagley expressed his appreciation for the cameras installed at Twentynine Palms Airport.

Commissioner Marquez asked for an update regarding a plane flying at low altitude which he had previously contacted Mr. Jenkins about.

Mr. Jenkins explained that he contacted M.I. Air, which is a flight school that frequent flies at night. M.I. Air stated that it wasn't their plane, but they were able to research it and found out that the plane began its flight from Corona Airport. Mr. Jenkins said that he will be turning that information over to the City of Corona.

Public Comments

Mr. Velker expressed his appreciation for the Board of Supervisors approving Chino Development's 18 million dollar development in Hangar B305.

Information Item – A User's Perspective of Chino Airport Operations –Chuck McCormick

Mr. McCormick made a presentation showing a video of him flying and landing his aircraft at Chino Airport including audio with air traffic. He discussed signage, wrong runway landings, and high traffic activity.

Information Item – Chino Airport Runway Safety Action Plan Update-Cyle Woodruff

Mr. Woodruff distributed an informational packet to commissioners.

Mr. Woodruff pointed out that due to the added scrutiny of Chino Airport for pilot deviations, runway incursions, surface incidents, and wrong runway landings the Runway Safety Action Team meetings (RSAT) have now began meeting quarterly. It is hosted by Mr. Woodruff and the FAA Aircraft Control Tower Manager. They invite stakeholders, various groups and people from local airports to participate.

Wrong surface landings is one of the biggest problems at Chino Airport. The Department is repainting numbers on the parallel runways, taxiway lead-in lines, and center lines. The Department has been active with weed abatement on the airfield and keeping directional signs clear of debris. An order was recently received of approximately 80 side panels for the directional signs to replace the faded signage. A contractor will be hired to paint the taxiway hold lines. Regarding non-movement areas, crack filling will be done and seal coating will be completed on the north ramp by B200 hangar rows, starting with the ramp to the north of B220 and the ramp to the south of B290. This will be done in late July or early August.

The Department expects to have the contract soon for the major pavement rehabilitation in the J-Hangar area, the hot spot painting and the northwest ramp. This will be done in about 9 months based on the DBE program (Disadvantaged Business Enterprise).

At the last RSAT meeting wrong surface landings were discussed. The FAA conducted a study and evaluated 47 reports of wrong surface landings at Chino Airport. Investigative findings found the primarily reasons were pilot expectation bias. Other reasons were pilot misidentified landing runway, pilot inexperience, distraction in the cockpit, airport geometry, and lack of flight planning and crew preparation.

Director's Reports

Capital Improvement Program

Mr. Jenkins pointed out that typically the Capital Improvement meeting would be one day prior to the commission meeting, but since the Department currently doesn't have a Project Manager it did not take place. He is hopeful that one will be assigned to the Department soon, but the work does continue to move forward, regardless. The Apple Valley Windlock project just closed and the Chino Airport Storm-Water Conveyance will be underway late fall or early winter. The wash-rack project, pavement rehabilitation and the parking lot project for Apple Valley will be in the bidding phase in the early spring 2019.

Board of Supervisors Activity

Mr. Jenkins shared the one item that went to the Board. This was a revenue lease agreement with S&R Aviation. This is a five-year agreement with a five-year option.

Real Estate

Yancey Enterprises is moving forward despite some additional problems with work done by their contractor.

Chino Airport Hangar A490 SOP - AB Source was selected and now negotiating lease terms.

Chino Airport Hangar B295 – Interviews conducted last week with the five parties that participated – Advantage Aviation was selected. They are a Chino Airport tenant who have an avionics shop and outgrew their currently facility.

Financial Report

Mr. Jenkins stated that we are at 97% of the year. The Department expended 78% of our allotted budget and has earned 109% of expected revenue. The Department will be putting money back into reserves. Next year the Department will be concentrating on advancing projects and maintenance, so our budget will be very tight. If at some point we do become out of balance there is money in the reserve fund that we can ask the Board to allocate to the Department.

Due to the obligation of paying the bond has been completed the Department no longer has to rigidly manage and account for the dollars that the Commercial Hangar Complex produced. After today there will no longer be a separate budget for the Commercial Hangar Complex and it will be added to the Department's general account.

Monthly Reports

Ms. Snelgrove: Met with County Counsel to review the unlawful detainer process in regards to cleanup of abandoned aircraft. Will move the process forward in the next coming months.

Mr. Jenkins added - The Department will initiate an annual auction of assets with the first one beginning this August. Any amount received above the Department's expenses goes to the estate and if there's not a party then it goes to the State of California, who then holds the money as an unclaimed asset.

Met with students participating in the Engineering Summer Study Program at Cal Poly. They were given a tour around Chino Airport as well as the tower. Their focus was transportation.

Participated in the review panel for selecting the new tenant to occupy Hangar B295.

Trona Airport requested assistance with their beacon. Our Department staff was complimented on their promptness in assisting and making their beacon operational again.

Mr. Woodruff pointed out that he went to Twentynine Palms Airport shortly after the new cameras were installed. He said that they record much better at night than the previous cameras and that they can retain about a week's worth of recordings. Department staff check the recordings periodically or when they are looking for something specific.

Chino Airport Operations

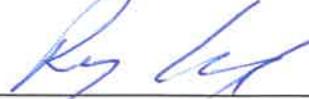
Mr. Woodruff explained that the operational numbers continue to climb. January 2018 had six thousand more operations than the previous year. They are trending at 210, 000 - 215,000. The flight schools have been bringing in many foreign student pilots. Also there is helicopter training activity by a company based in Long Beach.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, August 23, 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 11:29 a.m.

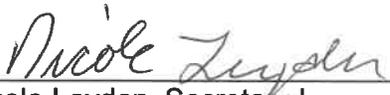
Respectfully submitted,



Roy Cox
Airports Commission



James E. Jenkins, Director
Department of Airports



Nicole Leyden, Secretary I
Department of Airports