

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
MARCH 28, 2019.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Jim Bagley. Meeting location: Department of Airports - 777 E. Rialto Avenue San Bernardino, Ca 92415

**Commission Members Present:**

Jim Bagley, Desert at Large, Chair  
Mark Taylor, First District  
Christine Canepa, Second District  
William Smith, Third District  
Ray Marquez, Fourth District  
Roy Cox, Fifth District

**Commission Members Absent:**

Larry Asmus, Valley at Large, Vice Chair

**Staff Present:**

Diana Alexander, Deputy Executive Officer  
James E. Jenkins, Director  
Maureen A. Snelgrove, Assistant Director  
Tracy Williams, Airport Manager  
Anna Johnson-Earls, Staff Analyst  
Nicole Leyden, Secretary  
Agnes Cheng

Department of Airports  
County Counsel

**Visitors Present:**

Bob Velker  
Doug Crowther  
Steve Lambert  
Winn Williams  
Charles Lorence  
Tom Sykes

Chino Development League  
Threshold Aviation  
The 20/20 Network  
Guest  
Guest  
Guest

**Pledge of Allegiance**

Led by Commissioner Cox.

**Report on Posting of Agenda:**

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

**Awards, Guest Introductions and Announcements:**

Ms. Snelgrove introduced the Department’s new Staff Analyst, Anna Johnson-Earls. Guests introduced themselves.

**Action Item - Approval of Commission Meeting Minutes, February 28, 2019**

Moved by Commissioner Taylor seconded by Commissioner Marquez. The item passed unanimously to approve the commission meeting minutes from February 28, 2019.

**Commissioner Reports/Comments**

Commissioner Marquez asked if it was possible to have the commissioner comments at the conclusion of the commission meeting as opposed to having at the beginning.

Commissioner Bagley stated that he favors having comments at the beginning, but additionally having input from commissioners at the conclusion of the meeting regarding future items. He would like this included on the agenda.

Commissioner Taylor commented that the Apple Valley Airport Café, 3<sup>rd</sup> Generation Taco, is closed.

Commissioner Taylor announced that this was his last meeting as a commissioner as he has moved to Arizona.

**Public Comments**

Mr. Crowther shared that Threshold Aviation has been at Chino Airport for 13 years and leases 125,000 square feet of hangar and office space and 500,000 feet of ramp space. He said that they have 2 ongoing problems at their facility. One is the condition of the paved ramp around the commercial complex. The other issue is the San Bernardino County Property Tax. Threshold does inspections and repairs on business jets. Some owners of these jets are receiving property tax bills. He asked the commissioners that if they have the chance to speak to any of the Board of Supervisors to please mention this problem.

Commissioner Bagley asked that the issues of pavement improvements at Chino Airport and property tax be put on the next agenda to be discussed.

Ms. Snelgrove said that she will contact the Assessor's Office to see if there is a representative that is able to attend the next commission meeting.

Mr. Williams explained that he has 3 hangars at Bracket Airport and he would like to find out if there is space for him to relocate his hangars to Chino Airport and what the requirements would be to do so.

Mr. Lorence shared that he would like to find out if there is any space for his hangar at Chino Airport as well.

Mr. Velker commented that he had requested a van from the Department of Airports to give a tour to some students. His request was fulfilled and he thanked the Department and said that the tour went very well.

The Chino Development League is going to the City of Chino Design Review Committee with their project. There is some confusion about the measurement of the width of Merrill Ave from center line to the curb. Mr. Velker is concerned about this affecting the hangars at Merrill and Cal Aero.

Mr. Jenkins said that he believed that 42 feet is the correct width. He suggested to Mr. Velker to submit his plans to the City of Chino to find out what his impact will be regarding Merrill Ave.

Commissioner Bagley requested an update on this matter at the next commission meeting.

**Information Item:** Disadvantaged Business Enterprise (DBE)

Mr. Jenkins explained that the DBE program is undergoing review from a policy prospective. The Department is required to submit a DBE package to exercise a current Federal Grant. A vendor was contracted to create a package to be standard practice under current county policy. This will streamline the process so the Department doesn't have to wait for the update of county policy. We will likely have to take an item before the Board of Supervisors when our goal percentages of participation related to Disadvantaged Business Enterprise are established. In a couple weeks an update of the disposition of the Department's DBE program will be given to the FAA.

**Director's Reports****Capital Improvement Program**

Mr. Jenkins met with the Project Management Division the previous day regarding the various projects the Department intends to move forward on in the coming cycle. Before the end of this fiscal year the Apple Valley Airport projects will begin. This includes the wash rack, and taxiway and drainage improvements. Eighteen acres of property was acquired south west of the airport to construct a basin facility. This is the balance of the acquisitions required for the Apple Valley Airport.

Project Management Division is working on the Chino Airport storm water conveyance and basins on Kimball Ave. The Department is executing construction through a Job Contract. This is a Board approved process that the county utilizes for contracting services in which a general contractor finds a specialized contractor for a specific project.

Mr. Jenkins gave an update regarding the Chino Airport Plume. The County is in the process of designing a remedy. The Water Board has informed the Department of what needs to be done to treat the plume. The treatment being developed is a system of wells which will pump the water and treat it and then deliver it to another agency for distribution.

**Board of Supervisors Activity**

No items presented during this reporting period.

**Real Estate**

Mr. Jenkins explained that Yancey Enterprises have not been able to acquire a certificate of occupancy and therefore are not doing business as of yet. By the end of April the Department will be issuing a notice of default for non-operation.

Mr. Jenkins shared that effective March 19<sup>th</sup> the Apple Valley Café, 3<sup>rd</sup> Generation Taco's lease was terminated. The Department negotiated with them for a year to be consistent with their lease and utility payments. After a check was returned for non-sufficient funds a 3<sup>rd</sup> time in a year and they were 2 months behind in payments the Department terminated their agreement. The Department accepted their request for payment for a 3-month lease agreement in advance, but they were not able to meet the financial obligation to execute that agreement. They accepted the termination and vacated the facility.

The Department is now actively seeking a new operator and there will be advertisement for this.

There are 18 port-a-ports relocating from Bracket Airport to Chino Airport. In addition there are possibly termination of leases which will be executed on four existing port-a-ports. If any of these four are removed then there will be real estate available for additional relocations.

**Financial Report**

The budget for the annual cycle is being prepared. The Department has currently used 4.5 million dollars in expenses and the revenue generation is balanced at 95%. In the past the Department budgeted about 85% revenues and put the balance into reserves, but more is being budgeting now due to having staff to manage the deferred projects. It is likely \$330,000 will be put back into reserves to fund a few projects such as an automated gate system at Twentynine Palms Airport, commercial hangar complex pavement and several other pavement projects at Chino Airport along with the Federal Grant project which includes the North West apron and the hot spots. It is expected that by the end of this budget cycle the Department will have significant expenses due to storm damages and repairs and a few deferred maintenance projects.

**Monthly Reports**

Ms. Snelgrove presented her monthly report:

Admin

Budget preparation.

Chino

Chino Remediation Project is continuing. Design review and preparation for the full design occurring.

Desert Airports

Staff continues with general maintenance. Lighting concerns are being addressed and quotes have been received for new gate system at Twentynine Palms Airport. As well as addressing the lighting for the tetrahedron and crack-filling.

Apple Valley Airport

Staff continue to address pavement needs, painting, lighting and signage.

Ms. Williams presented information on Chino Airport:

A 35X150 foot section of pavement that had failed was removed and replaced. She met the previous day with the FAA for an airfield inspection.

DBE program requirements are pending and should be completed soon. With that a grant can be used to do some airfield signage, lighting and pavement improvements which will increase our level of safety. It is expected to bid by fall and start construction by spring.

The Runway Safety Meeting will be on May 9<sup>th</sup>. They are hoping to have Chino Airport users gather the night before to provide input to be used at the discussion at the meeting regarding implementing recommendations to reduce vehicle and pedestrian violations.

April 6<sup>th</sup> a free safety seminar will be put on by Edison for wire safety primarily for helicopter operators. Currently 100 pilots have signed up and 18 helicopter operators are flying in for it.

Chino Airshow is scheduled for May 4<sup>th</sup> and 5<sup>th</sup>. The planning is going smoothly and ideas for improvements are being discussed.

**Chino Airport Operations**

The total number of operations for 2018 was 204,281 and the number for 2017 was 203,090. The numbers for January 2019 are higher than they were in January 2017, but lower than they were 2018. There is another potential operator who is attempting to base at Chino Airport who would bring increase operations, so the numbers are unpredictable at this time.

**Miscellaneous**

Ms. Cheng briefed the commission on the current lawsuit with Flying Tigers.

The County filed a demur which states the County's position and that there are no actionable claims. The next hearing is scheduled for April 25<sup>th</sup> and she will provide an update after that. There are discovery requests issued under the lawsuit which staff is working on.

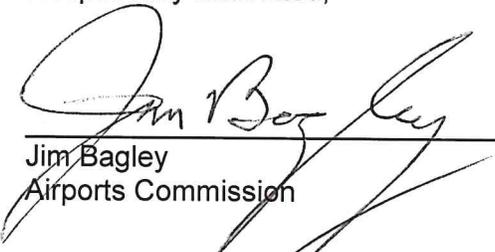
Mr. Jenkins said that the County has an agreement with Flying Tigers through San Bernardino County Aviation Development. That is the entity which holds the lease agreement in Building A230, also known as Dome Hangar #1, and is also the location of dispute.

**Date, Time and Place of Next Meeting**

The next meeting will be held on Thursday, April 25, 2019 at 10:00 a.m. – Chino Airport – 7000 Merrill Avenue Chino, Ca 91710

**Adjournment:** Meeting was adjourned by Commissioner Bagley at 11:12 am.

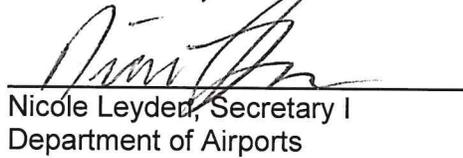
Respectfully submitted,



Jim Bagley  
Airports Commission



James E. Jenkins, Director  
Department of Airports



Nicole Leyden, Secretary I  
Department of Airports