

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
OCTOBER 24, 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: Needles Airport 711 Airport Road Needles, Ca 92363.

Commission Members Present:

Jim Bagley, Desert at Large, Chair
Larry Asmus, Valley at Large, Vice Chair
VACANT, First District
William Smith, Third District
Roy Cox, Fifth District

Commission Members Absent:

Christine Canepa, Second District
Ray Marquez, Fourth District

Staff Present:

Maureen A. Snelgrove, Assistant Director
Stephen Hackney, Airport Manager
Nicole Leyden, Secretary

Department of Airports
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Visitors Present:

Ivan Lofstrom

Needles Chamber of Commerce

Pledge of Allegiance

Led by Commissioner Bagley.

Report on Posting of Agenda:

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

Awards, Guest Introductions and Announcements:

Ms. Snelgrove introduced Mr. Stephen Hackney, the new Airport Manager for Apple Valley Airport.

Mr. Hackney shared a little about himself. One of his goals is to build community and airport user connections to the airport and increase community awareness of the airport and the value of the airport to the community.

Ms. Snelgrove announced that Mr. Joseph Fitzgerald, the First District Commissioner has resigned. The posting for a new commissioner has been approved by the Board of Supervisors.

Guests introduced themselves.

Action Item - Approval of Commission Meeting Minutes, August 22, 2019

Moved by Commissioner Cox seconded by Commissioner Asmus. The item passed unanimously to approve the commission meeting minutes from August 22, 2019.

Commissioner Reports/Comments

Commissioner Bagley reported that he had fuel siphoned out of his airplane at Twentynine Palms Airport. He reviewed the security cameras, but they didn't show a person near his airplane. He requested to have Department staff assist him in testing the range of the cameras.

Public Comments

Mr. Lofstrom pointed out that the Needles Chamber of Commerce would like to find ways to attract

people to Needles. As Needles Airport is an asset to the city they would like to share some ideas such as a possible Fly-In, Poker-Run or an Art-Show Fly-Over. The commissioners were supportive and encouraged Mr. Lofstrom to contact one of the local aviation clubs as they are a good resource to help organize an event.

Information Item: APV Perimeter Roads

Ms. Snelgrove shared that the Department will be preparing a Capital Project for perimeter road improvements in partnership with the Town of Apple Valley (Town). If approved, coordination will occur with the Town as they are the owner of the roads outside the airport.

Information Item: Non-Aviation Use of Hangars at APV

Ms. Snelgrove explained that there has been some information received regarding non-aviation use of hangars which are rented by Midfield Aviation. Apple Valley Airport hangar inspections will begin in January and since Midfield Aviation is a leasehold they will be required to certify that all their tenants are compliant.

Information Item: Apple Valley Airshow 2019 Update

Ms. Snelgrove presented statistics on the Apple Valley Airshow. The attendance was estimated at 17,744 which included 12,000 children. Of that amount 5,700 were paid attendees and 542 were VIP attendees. It was a successful event with no emergencies. The event budget was \$179,000 with \$158,000 spent and revenues of \$35,737.

The Department will be researching the ownership of the property east of the airport where the aeronautic box is. This was a significant issue with the public driving into that area. The STEM display (Science, Technology, Engineering, and Math) was initiated this year and the plan is to develop that further next year.

Director's Reports

Capital Improvement Program

- Chino
 - Northwest apron – doing final revisions of plans.
 - DBE (Disadvantaged Business Enterprise) for the hotspots grant program – getting final goals updated which will be used as standard practice in the future.

Board of Supervisors Activity

Ms. Snelgrove briefed the commission on the items taken to the Board.

- Agreement with Chino Basin Desalter Authority for the Chino Remediation Project – Moving forward with the full design and review of the treatment plants. Also working through the easements that are required for the extraction wells.
- Use Permits with Frank Tanner for use of vacant land to serve as the airshow overflow parking.
- The Chino Airshow license agreement with Planes of Fame - to go to the Board in December for a single year contract.

Real Estate

Ms. Snelgrove provided information on current property leasing activity.

- The lease agreement for the Apple Valley Café was signed and their move-in date is November 1st.
- Several leases to be posted at Chino Airport – May create potential for a competitive RFP.

Financial Report

Ms. Snelgrove explained that the Department is starting year-end finances. Expenditures are slightly lower at the moment, but expenditures and revenue are both on target.

Monthly Reports**Assistant Director**

- Staff
 - Conducted interviews for Airport Maintenance Worker II for Chino Airport – The person is currently going through background check.
 - Conducted interviews for Desert Airport Maintenance Supervisor – also going through background check.
 - Chino Airport Manager – in position November 23rd.
 - Fiscal Assistant – in position November 12th
 - Interviews for Airport Maintenance Worker I – to be conducted for 2 vacancies.
- Admin
 - Department Emergency Coordinator meetings regarding the “Shake Out” earthquake procedures.
 - Audit for CSA (County Service Area) 60.
- Chino
 - Kimball Ave conveyance –various meetings.
 - Merrill Ave improvements – various meetings including City of Ontario, City of Chino and property developers.
 - Eviction notice issued to tenant due to lack of payment.
- Twentynine Palms
 - Gate card reader installation– issue with vendor. New date for installation to be determined.
- Needles
 - New beacon has been delivered – to be installed week of the 28th.
- Apple Valley
 - Airshow practice and event.
- Weed abatement at all desert airports.

Airports Planner

- Will be coordinating and reviewing all of the Department’s stormwater submittals.
- Assistant Department Emergency Operations Coordinator.

Chino Airport Operations

Ms. Snelgrove said that the number of Chino operations has gone up. There has been more aircraft activity and more flight service out of Threshold Aviation.

Miscellaneous

Nothing to report.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, December 5, 2019 at 10:00 a.m. – Department of Airports, 777 East Rialto Avenue San Bernardino, Ca.92415.

Adjournment: Meeting was adjourned by Commissioner Bagley at 10:54 am.

Respectfully submitted,



Jim Bagley
Airports Commission



Maureen A. Snelgrove, Assistant Director
Department of Airports



Nicole Leyden, Secretary I
Department of Airports