

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
APRIL 23, 2020.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Larry Asmus. Meeting location: TELECONFERENCE

**Commission Members Present:**

Jim Bagley, Desert at Large,  
Larry Asmus, Valley at Large, Chair  
Christine Canepa, Second District, Vice Chair  
William Smith, Third District  
Ray Marquez, Fourth District  
Roy Cox, Fifth District

**Commission Members Absent:**

VACANT, First District

**Staff Present:**

James E. Jenkins, Director  
Maureen A. Snelgrove, Assistant Director  
Adrianna Ortiz, Airport Planner  
Nicole Leyden, Secretary

Department of Airports  
Department of Airports  
Department of Airports  
Department of Airports

**Public Participation via e-mail:**

Bob Velker

Chino Development League

**Pledge of Allegiance**

Led by Commissioner Marquez.

**Report on Posting of Agenda:**

Mr. Jenkins stated that the agenda had been posted as required.

**Awards, Guest Introductions and Announcements:**

Commissioners introduced themselves.

**Action Item - Approval of Commission Meeting Minutes, February 27, 2020**

Moved by Commissioner Smith seconded by Commissioner Marquez. The item passed unanimously to approve the commission meeting minutes from February 27, 2020 with one specified revision.

**Action Item - Approval of Commission Meeting Dates to Officially be Changed from the Fourth Thursday of the Month to the Third Thursday of the Month.**

Moved by Commissioner Marquez seconded by Commissioner Smith. The item passed unanimously to approve the Airport Commission meeting calendar revision from the fourth Thursday of the month to the third Thursday of the month. Ayes – 4, Nays – 0, Absent – 2. All commissioners present voted in favor.

**Action Item – Review and Approval of Revised 2020 Airports Commission Meeting Calendar.**

Moved by Commissioner Smith seconded by Commissioner Cox. The item passed unanimously to approve the revised 2020 Airport Commission meeting calendar. Ayes – 4, Nays – 0, Absent – 2. All commissioners present voted in favor.

**Commissioner Reports/Comments**

Commissioner Asmus requested to hear feed-back on having the meeting via teleconference.

**Public Comments**

Via e-mail Mr. Velker asked that the Department elaborate on the FAA correspondence regarding temporary adjustment of air traffic control tower hours.

Mr. Jenkins explained that the FAA requested a reduction in hours of the air traffic control tower at Chino Airport beginning late April. Currently the hours are 7 AM – 9 PM and the proposed reduction will be 10 AM – 6 PM.

**Information Item: Teleconference Attendance at Airport Commission Meetings.**

Commissioners agree that having meetings via teleconference or electronically during this time is most favorable.

**Information Item: Report on County Public Health Department's Actions to Address the Covid 19 – Corona Virus**

San Bernardino County Health Department's website has information from the Governor's office and adopted by the County Board of Supervisors with daily updates regarding Covid-19.

Mr. Jenkins explained that the airports sponsored by the Department of Airports have no passenger facilities and are defined by the FAA as Part 91 so inspections are not performed. If information was received that an aircraft was landing with passengers who may have Covid-19 then emergency responders would be called to assess the situation.

All airport services remain available. Department administrative staff have been telecommuting as of two weeks ago. A minimum amount of hardware was required to be purchased. Laptops and cell phones were already available to staff. Maintenance staff is still working on-site, but are driving separate vehicles to remain within the social distancing guidelines.

Commissioner Marquez inquired how all commissioners can receive Covid-19 updates from the County to them via e-mail.

Mr. Jenkins will forward that information to the commissioners.

Mr. Jenkins indicated that the mission as defined for the Department of Airports and how it delivers services is important and with day to day tasks what the Covid-19 event has revealed is that there are things that take us away from our mission. The Department is learning how to be efficient working electronically such as conducting meetings via telephone or electronically. Mr. Jenkins would like to embrace what has been learned during this time and continue the use of technology.

**Information Item: Update of Chino Specific Plan and Master Plan.****a. Cal Aero Drive****b. Traffic Circulation from other Cities to the Airport.**

Chino Airport Specific Plan Effort is a planning effort to determine the viability of certain aeronautical uses versus non-aeronautical uses of the airport. This is a block type plan where certain areas -identified- for each type of use.

The Chino Airport Master Plan is a required regulatory effort undertaken every ten to fifteen years by the airport sponsor. This includes a layout plan and an airport utilization forecast.

The City of Chino determined that Kimball Ave is not to be a truck route, but this doesn't preclude the airport from receiving truck services via Kimball Ave. The County has limited leverage with this but the Department will continue to facilitate the needs of the stakeholders on the County property with the points of ingress and egress. Through the Chino Master Plan the Department

is identifying alternatives and additional ingress points into the airport for deliveries and truck activity. There are proposed plans to develop another airport entrance along Flight Ave between Kimball Ave and Remington Ave, and an entrance from Remington Ave associated with the Fed Ex compound.

The County will present access points during the discussions with the City of Chino the County and following those discussions there will be a public participation for the airport stakeholders to express their requests and voice their opinion.

Commissioner Asmus requested that the Department publish a map of the truck access routes for the next meeting.

## **Director's Reports**

### *Capital Improvement Program*

- Chino
  - Demolition for building A305 has been completed pending a site-walk
  - Restrooms for D hangars delayed approximately 6 months due to research on sewer lines.
- Apple Valley
  - Wash rack – planned for the upcoming fiscal year.
  - Terminal building parking lot rehabilitation and lighting improvement including a drainage structure also planned for upcoming year.
  - FY 20/21 – Taxi lane improvement near Midfield Aviation from perimeter road onto taxiway A and full frontal of the Midfield development and also includes drainage structure improvements.
  - FY 20/21 - Pavement evaluation rehabilitation around existing leasehold that is north and west of the Midfield facility which would give a bigger footprint for aircraft storage and tiedown locations including improving firefighting capabilities in that portion of the airport.
- Baker Airport
  - Perimeter fencing – Quotes are being solicited. Gate cards will not be required to enter, but there will be a use of a button of some sorts to gain access to the airport.

### *Board of Supervisors Activity*

No activity to report this period.

### *Real Estate*

Mr. Jenkins provided information on current property leasing activity.

- The County accepted the negotiated settlement with Mooney leasehold and also entered into a short-term agreement with their tenant, So Cal MRO in Commercial Hangar #2.
- Celso Palafox property access to eastern most property discussed. The Department agreed to allow access to County property for ingress and egress of their aircraft for a limit of thirty minutes for each operation.
- Temporary storage of large aircraft hosting at Chino Airport and Barstow-Daggett Airport for Commercial Airlines. No runways nor taxiways will be used for aircraft storage.

*Financial Report*

Due to Covid-19 some requests were made from tenants for lease payment relief. An item has been prepared for the Board of Supervisors for rent deferment up to sixty months or no longer than the term of the lease, whichever is less. This item will also include forgiving late payments and penalties associated with those late payments. Some airport businesses have temporarily closed, but seventy-five percent of payments from personal hangars have been received.

The Department of Airports has qualified for CARES Entitlement for deferment of expenses and main operational expenses.

Commissioner Canepa requested a continual update on tenant lease payments and the Department budget.

The Department will be returning \$500,000 to the reserve due to significant salary savings. All operational expenses will have been spent by the end of the fiscal year.

The Department budgets only 85% of its revenue and next year's budget will include revenue reductions due to Covid-19.

Mr. Jenkins shared that the Department is documenting loss of revenue and having staff code time spent responding to Covid-19. This information is being given to the Board of Supervisors and he is hopeful that in time there will be a reconciliation with which these dollars that were not able to be covered by other means such as federal assistance or entitlement programs and will be reimbursed. Direct expenses due to Covid-19 including increased janitorial supplies and office hardware for telecommuting staff are under \$10,000, so the only area that the Department would need assistance in is loss of revenue.

The County Legislative Affairs Department is monitoring the Federal side of the lobbyist effort and the people who represent the County in Washington DC. Legislative Affairs also has representatives in Sacramento who are reporting to the Board of Supervisors on a daily basis. The information is then sent to the various County Departments. Also the aviation community is monitoring this very closely by organizations such as American Association of Airport Executives (AAAE) and American Association of California Airports (ACA). Most relief is geared towards passenger service as that faction has been affected the most.

**Monthly Reports***Assistant Director*

**Staffing** – Phone conferencing with staff as administrative staff is telecommuting. Maintenance Supervisors teleconference weekly to coordinate with maintenance staff taskings and schedules.

- **Administration**  
Meetings regarding Covid-19 coordination with staff & responses through the County Administration Office.  
Coordination for Grant Entitlement from the FAA.
- **Chino**  
Tenants request deferment of rent and flight schools remain closed.

- **Twentynine Palms Airport**

Gate system is operational. Forms were mailed to tenants to update contact information and requesting current gate cards to be returned. They will receive new gate cards in exchange. In the near future a driver training certification exam will be in place for tenants.

**Chino Airport Operations**

Mr. Jenkins pointed out that in January Chino Airport had a record operational count of 21,607 and in February it was also very high. In March the count has dropped to 13,000 which is the lowest count during this period looking back from 2016. The prediction for the count in April is that it will be extremely depressed. The FAA is reducing air traffic services in the United States due to lack of activity although business is still being conducted in certain sectors of the aviation community. There are several viable companies still conducting business at Chino Airport. The Department of Airports will continue to provide the services that it is able to in a safe manner. Maintenance Staff is using this reduction in operations to conduct pavement maintenance, painting and other activities that would impact air traffic are currently being completed.

**Miscellaneous**

Commissioner Canepa asked for a follow-up on her request to confirm that her working with FLOAT (Fly Over All Traffic) will not be a conflict of interest.

Mr. Jenkins responded that this has been forwarded to County Counsel.

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

The next meeting will be held on Thursday, May 21, 2020 at 10:00 a.m. via electronically.

**Adjournment:** Meeting was adjourned by Commissioner Asmus at 12:04 p.m.

Respectfully submitted,

**Signature Not Available**

Larry Asmus  
Airports Commission

**Signature Not Available**

James E. Jenkins, Director  
Department of Airports

**Signature Not Available**

Nicole Leyden, Secretary I  
Department of Airports