

**AGENDA**  
**AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY**

**April 23, 2020 10:00 A.M.**

**Teleconference**

1 (877) 820-7831

Passcode – 842 845#

**Public may listen to the meeting by calling.**

**Public wishing to participate please e-mail questions and comments to:**  
**Outreach@airports.sbcounty.gov**

**1. Call To Order – *Chairman Larry Asmus***

Larry Asmus, Valley At Large, Chair	_____
Jim Bagley, Desert at Large	_____
Christine Canepa, Second District, Vice Chair	_____
William Smith, Third District	_____
Ray M. Marquez, Fourth District	_____
Roy C. Cox, Fifth District	_____
VACANT, First District	_____

**2. Pledge of Allegiance**

**3. Report on Posting of the Agenda**

**4. Awards, Guest Introductions and Announcements**

**5. Action Item:** Approval of Commission Meeting Minutes, February 27, 2020.

Motion:

Second:

**6. 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.

Motion:

Second:

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

Motion:

Second:

8. **Commissioner's Reports/Comments**

9. **Public Comments**

Please e-mail all questions and comments to: [Outreach@airports.sbcounty.gov](mailto:Outreach@airports.sbcounty.gov)

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

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

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

13. **Director's Reports**

- **Tab 1 Capital Improvement Program**
- **Tab 2 Board of Supervisors Activity**
- **Tab 3 Real Estate**
- **Tab 4 Finance**
- **Tab 5 Monthly Reports**
- **Tab 6 CNO Operations**
- **Tab 7 Miscellaneous**

14. **Time and Place of Next Meeting:** May 21, 2020, 10:00 a.m. - Department of Airports  
777 E. Rialto Avenue, San Bernardino, CA 92415

15. **Adjournment**

IF ASSISTIVE LISTENING DEVICES OR OTHER AUXILIARY AIDS OR SERVICES ARE NEEDED IN ORDER TO PARTICIPATE IN THE PUBLIC MEETING REQUESTS SHOULD BE MADE THROUGH THE SAN BERNARDINO COUNTY DEPARTMENT OF AIRPORTS AT LEAST THREE (3) BUSINESS DAYS PRIOR TO THE MEETING. THE DEPARTMENT OF AIRPORTS TELEPHONE NUMBER IS (909) 387-8810 AND THE OFFICE IS LOCATED AT 777 EAST RIALTO AVENUE, SAN BERNARDINO, CA 92415-0831.

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
FEBRUARY 27, 2020.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:05 a.m. by Commissioner Larry Asmus. Meeting location: Twentynine Palms Airport 78569 Twentynine Palms Hwy, Twentynine Palms, Ca 92277.

**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 (Via Conference Call)  
Roy Cox, Fifth District

**Commission Members Absent:**

VACANT, First District

**Staff Present:**

Maureen A. Snelgrove, Assistant Director	Department of Airports
Adrianna Ortiz, Airport Planner	Department of Airports
Nicole Leyden, Secretary	Department of Airports
Alfonso Romo, Maintenance Supervisor	Department of Airports
James Beck, Maintenance Worker I	Department of Airports
Jared Green, Maintenance Worker I	Department of Airports

**Visitors Present:**

Bob Velker	Chino Development League
Deana Olivares-Lambert	The 20/20 Network

**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 the Department's new Desert Maintenance Supervisor, Alfonso Romo.

Guests introduced themselves.

**Action Item - Approval of Commission Meeting Minutes, January 23, 2020**

Moved by Commissioner Smith seconded by Commissioner Canepa. The item passed unanimously to approve the commission meeting minutes from January 23, 2020.

**Commissioner Reports/Comments**

Commissioner Asmus asked to agendaize the change of the Airport Commission meetings schedule to meet every 3<sup>rd</sup> Thursday of the month.

Commissioner Asmus also spoke on the topic of the Coronavirus and he requested a report from the Department at the next commission meeting regarding this.

Commissioner Canepa shared that she met with a representative from a company named Float (Fly over All Traffic). She mentioned the possibility of the company working with the County to help further awareness of general aviation.

**Public Comments**

Mr. Velker stated that there are issues for companies on Cal Aero in getting deliveries due to the fact that they don't have addresses on Cal Aero Dr.

Commissioner Bagley requested that this be added to the agenda for the commission meeting in March.

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

- Chino
  - Demolition of Building A-305 will begin in March and is expected to be completed before the Chino Airshow.
  - Based aircraft data was sent to Coffman & Associates as they move forward in updating the Chino Airport Master Plan.
- Apple Valley
  - Page turn meeting for runway design review for paving runway 18/36.

*Board of Supervisors Activity*

The Board approved the Master Plan for Chino Airport.

*Real Estate*

Ms. Snelgrove provided information on current property leasing activity.

- Lease option extended to Yancey Enterprises for an additional five years.
- Solicitations of Proposal has been released for the west end of Hangar A230.
- Several Solicitations of Proposals are soon to be announced for Chino Airport.
- Hangar 1 in the Commercial Hangar Complex, which was leased by Mooney, is now under County control and will soon have a Solicitation of Proposal available.

Hangar Inspections have been concluded at Apple Valley Airport. Letters have been mailed to some tenants to make improvements to what is stored in their hangars with sixty days to become compliant.

Ground lease tenants at Chino Airport were mailed notices to inspect and verify that their hangars and their tenants are compliant.

*Financial Report*

Revenue is at seventy-one percent. The Department is on target with expenditures and revenue.

**Monthly Reports***Assistant Director*

- **Staffing** – Recruitment for Airport Manager closed. Interviews for Chino and Apple Valley to start in the next few weeks.  
Recruitment for two Airport Maintenance Worker I positions also closed.

- **Administration**  
Attended fee workshop as the County is changing to a new budget system. No changes were made.
- **Chino**  
Cal-Fire reached out to the Department of Airports for a temporary location to base their aircraft. They will be doing some improvements to their compound west of Euclid at the prison. An area has been identified at Chino Airport for a possible location.  
  
San Gabriel 99's will be contacted for a quote to do the painting of the Compose Rose.  
  
New phone number for Administrative office at Chino Airport – (909) 465-5201.
- **Desert**  
Gate system at Twentynine Palms Airport – Software to be updated to have to ability to remote into the airport's system from Chino Airport.  
Staff assisted Trona Airport and helped in getting the beacon light functioning. They also inspected the runway to ensure its safety for the aircraft coming in to pick-up election ballots in the upcoming election.
- **Apple Valley**  
RFP for Airshow Marketing Coordinator is open for bids. Apple Valley Airshow date has been updated to October 17<sup>th</sup> to avoid competition with other local airshows.

### **Chino Airport Operations**

Operations in January were at 21,000, which is the highest it's ever been. This is partially due to flight schools, local and non-local. Despite the high number of operations incursions have reduced greatly.

### **Miscellaneous**

Nothing to report.

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

The next meeting will be held on Thursday, March 19, 2020 at 10:00 a.m. – Barstow-Daggett Airport – 39500 National Trails Hwy. Daggett, Ca 92327

**Adjournment:** Meeting was adjourned by Commissioner Asmus at 11:07 a.m.

Respectfully submitted,

**Signature Not Available**

Larry Asmus  
Airports Commission

**Signature Not Available**

Maureen A. Snelgrove, Assistant Director  
Department of Airports

**Signature Not Available**

Nicole Leyden, Secretary I  
Department of Airports



**AIRPORT COMMISSION MEETING REVISED SCHEDULE FOR 2020**  
**County of San Bernardino**  
**Department of Airports**

Meetings are generally held the third Thursday of every month at the Department of Airports, 777 East Rialto Avenue, San Bernardino, CA, 92415-0831 or at various County Airport locations, at 10:00 a.m., unless shown otherwise.

<b>DATE</b>	<b>LOCATION</b>
January 23	Department of Airports
February 27	Twentynine Palms Airport
March 19	CANCELLED
April 23	Teleconference
May 21	Department of Airports
June 18	Department of Airports
July	Dark
August 20	Chino Airport
September 17	Apple Valley Airport
October 15	Needles Airport
December 3	Department of Airports



# Interoffice Memo

DATE: April 20, 2020

PHONE: 909 387-8810

FROM: **JAMES E. JENKINS**  
Director of Airports

MAIL CODE: 0831

TO: **AIRPORT COMMISSIONERS**

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SUBJECT: **BOARD OF SUPERVISORS ACTIVITY – FEBRUARY 27, 2020 – APRIL 23, 2020**

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APPROVED BOARD AGENDA ITEMS			
Board Date	Agenda Item No.	Subject	Recommendation(s)
No Items to present during this reporting period.			

# INTEROFFICE MEMO



**DATE:** April 23, 2020

**FROM:** JAMES E. JENKINS, Director  
Department of Airports

**TO:** AIRPORT COMMISSIONERS

**PHONE:** 387-8810

**MAIL CODE:** 0831

**SUBJECT: PROPERTY LEASING ACTIVITY**

The following is a summary of current property leasing activity.

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
1	CNO	Commercial Hangar No. 1	42,807 hangar & 8,072 office	Minimum Proposal requested \$20,221.00	The SOP commenced on Friday, March 13, 2020 with proposal submittal deadline of April 20, 2020.
2	CNO	R&R Properties	5.97 acres	To be proposed	Tenant indicates they have major obstacles with City of Chino and have requested Airports to relocate point of sale activities off of Stearmen Drive. RESD/Airports working relocation.
3	CNO	R & R Properties	Approximately 148 acres, land area for cultivating sod	Approximately \$4,010 a month	RESD to commence negotiations with existing Sod farmer to extend term an additional three-years with right to terminate on 120 days notice. RESD prepared lease counsel approved week of 8/6/18 and lease submitted to tenant for review and signature week of 8/13/18. <b>Additional modifications requested by counsel regarding Plume, lease to be resubmitted to tenant for review and approval upon counsel approval and addition of additional language.</b>
4	CNO	Parcel B-305	5.40 acres of developable land	\$0.07 cents a square foot	Tenant pursuing permits through City of Chino Building and Safety Department continues as of 1/24/20. RESD/Airports meeting with tenant to discuss amending existing lease related to Development Period. Tenant provided letter requesting amending the lease to add additional development period. RESD/Counsel/Airports reviewing to determine next course of action. <b>RESD preparing amendment to modify various terms and conditions of the Lease as of 4/15/2020.</b>
5	CNO	Port a Port Tenants	Approximately 60 spaces	Fee Ordinance Very based on size	RESD is working on the sale of five (5) port-a-ports and is preparing new agreements as of 12/3/19. <b>RESD continues to work on the sale of</b>

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					<b>port-a-ports at Chino Airport as of 3/31/20.</b>
6	CNO	Various Individual Hangar Facilities in B-340	Building B-340		RESD is working with approximately 18 tenants on renewing their short term lease by an additional two years. Approximately 12 agreements are in some stage of negotiations with an additional 3 expiring within the next three months as of 1/21/20. <b>RESD has executed several agreements and is working with 6 other tenants of hangar B-340 to extend short term leases.</b>
7	CNO	Advantage Aviation	Ramp Area 22,893 square feet	\$687.00 a month	RESD prepared a new revised lease with revised exhibit for ramp space east of hangar A-240 and forwarded to tenant on 2/20/2020 for review and execution. <b>Upon execution by county counsel lease will be fully executed 4/15/2020.</b>
8	CNO	Hangar B-295, ramp space lease	Approximately 18,000 square feet of ramp area		RESD has submitted a revised agreement for tenants review and signature week of November 4, 2019. RESD to follow up with tenant for agreement week of 1/21/20. Lease executed by tenant and with CC for execution as of 2/20/2020. <b>Lease Fully Executed.</b>
9	CNO	Port-a-port relocations from Brackett Airport		\$100 to \$120 a month Fee Ordinance	<b>RESD has completed 16 of the 18 relocation of port-a-ports from Brackett Airport as of 1/21/20. There are several new requests for additional units to be relocated to Chino Airport.</b>
10	CNO	Pioneer Aviation	Ground Area Approximate 1,000 square feet		RESD prepared new lease for five year term for ground area to develop ADA parking and additional parking for Special Events. RESD received approved lease from county counsel week of 6/10/19 and submitted to tenant for review and execution. <b>Tenant indicates he will be moving forward with agreements as of 3/20/2020.</b>
11	CNO	AIA Hangar A-230	10,000 square feet hangar space	Fee Ordinance Rates	RESD has obtained county counsel review and approval of lease week of 6/18/19. RESD/Airports addressing lease processing concerns prior to submission to tenant for execution. RESD to post leases as of 10/25/19 prior to executing agreement. RESD posted and received numerous interest in hangar. RESD/Airports processing SOP prior to end of 1/2020. SOP commenced on February 18, 2020. <b>RESD received 4 proposals to lease A-230. Proposals have been submitted to</b>

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					<b>review committee as of 4/13/2020 for review and comments.</b>
12	CNO	Century Paint	4,000 square feet plus Ramp area		Lease has been prepared by RESD approved by County Counsel and executed by tenant. RESD to post at Airports on 10/25/19 prior to executing agreement. RESD posted November 2019, and received numerous response and interest to building. RESD/Airports processing SOP as of 1/21/20. <b>SOP commenced March 9, 2020 with proposal deadline of April 10, 2020</b>
13	CNO	Container Agreements Commercial Complex Area	400 square feet each area	Ground Lease Agreements	RESD has prepared 5 new lease agreements (short term) for containers placed at the commercial complex container area. Agreements to be submitted to tenants week of 10/21/19. <b>Agreements Fully Executed.</b>
14	CNO	Commercial Hangar 2 SOCAL MRO LLC	42,000 square feet	TBD	<b>RESD was requested to prepare a new short term lease agreement for the existing term through the end of 2020. With the Termination Agreement with Mooney International for Commercial Hangar 2, County to put subtenant under contract through end of the year to proceed with unlawful detainer action. RESD intends to exercise an SOP for this facility prior to the end of this term.</b>

#### OTHERS:

Airports and RESD anticipate the following:

- MAG Aviation – 29 Palms consultant agreement being reviewed by county counsel to extend for two Years.
- As of 2/20/2020, RESD finalizing lease agreements to relocate port-a-port tenants from Bracket Airport to Chino..
- Pacific States Systems A-340 - Lease was submitted to tenant for review and execution by RESD week of 2/11/19. **Lease revised and resubmitted to tenant 2/2020.**
- Threshold Technologies – RESD has prepare a short term container agreement (extending current lease) for the Commercial Container Complex to add one additional container to the mix. **Lease fully executed.**
- Navion Customs – RESD has prepared a Use Permit for the storage of a container in the Commercaill Container Complex west of Commercial Hangars. **Lease fully executed.**
- **Civil Air Patrol – RESD working on a new short term lease extension upon receipt of events/activities schedule from Civil Air Patrol for 2020. County Counsel has approved RESD lease and agreement will be provided to tenant after initial posting as per Policy.**
- **Pleasant Feed Supplements A-325 – RESD preparing new short term lease to continue to occupy the Modular Unit known as A-325, as of 2/1/20.**
- Midfield Aviation Apple Valley Airport – RESD to negotiate lease extension for hangar and ground lease currently under contract with Midfield and expires on 3/31/19. **Lease fully executed as of 2/2020.**
- **Southern Counties Herd Association – A-320 RESD has prepared lease and Counsel has approved. RESD to submit agreement to tenant after initial posting as required per Policy.\**

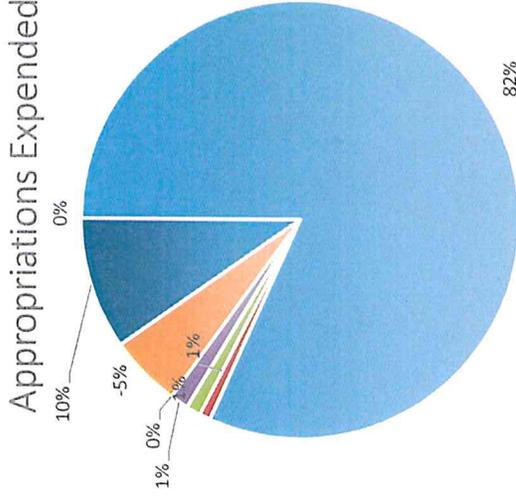
- **Experimental Aircraft Association A-435 – Lease for office space has been prepared and approved by Counsel. RESD to submit to tenant after initial posting as required by Policy.**

# Budget Report FY 19/20 - Airports Summary

Friday, April 17, 2020

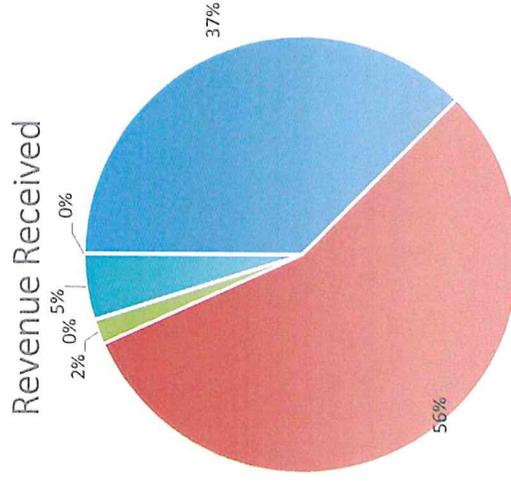
80% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received
Services and Supplies	\$ 3,705,065.00	\$ 3,399,382.48	92%
Central Services	\$ 79,638.00	\$ 33,366.25	42%
Training/Travel	\$ 42,600.00	\$ 44,818.41	105%
Vehicles/Equipment	\$ 228,115.00	\$ 57,385.99	25%
Structures	\$ -	\$ -	0%
Reimbursements	\$ (898,186.00)	\$ (220,097.43)	25%
Transfers-Outs	\$ 852,940.00	\$ 405,513.07	48%
Operating Trans-Out	\$ 1,771,811.00	\$ -	0%
<b>Total Expenditures</b>	<b>\$ 5,781,983.00</b>	<b>\$ 3,720,368.77</b>	<b>64%</b>



- Services and Supplies
- Central Services
- Training/Travel
- Vehicles/Equipment
- Structures
- Reimbursements
- Transfers-Outs
- Operating Trans-Out

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	\$ 2,300,035.00	\$ 2,921,337.05	127%
Rents/Utilities/Penalties	\$ 5,238,746.00	\$ 4,363,533.44	83%
Fuel Flowage	\$ 175,000.00	\$ 145,582.92	83%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 227,920.00	\$ 383,321.26	168%
Operating Trans-In	\$ (537,944.00)	\$ -	0%
<b>Total Revenue</b>	<b>\$ 7,403,757.00</b>	<b>\$ 7,813,774.67</b>	<b>106%</b>



- Property Taxes
- Rents/Utilities/Penalties
- Fuel Flowage
- Cal Trans Entitlement Grant
- Other (commissions)
- Operating Trans-In

**Net Effect** \$ 1,621,774.00 \$ 4,093,405.90

## Services and Supplies Breakdown

COWCAP (County Charges)	\$ 533,833.00	\$ 5,489.00	1%
Insurance Costs	\$ 207,367.00	\$ 207,367.00	100%
Communications & Info	\$ 15,616.00	\$ 21,988.63	141%
Systems Usage	\$ 169,000.00	\$ 142,648.75	84%
Vehicle Costs	\$ 338,000.00	\$ 141,050.00	42%
Real Estate Services	\$ 381,600.00	\$ 248,095.64	65%
Utilities			

**Budget Report FY 19/20 - Apple Valley Airport**  
**Friday, April 17, 2020**

Appropriations	Budget	Expended / Received	80% Percentage of the year		Notes
			% Expended /	Received	
Services and Supplies	\$ 1,209,148.00	\$ 925,762.74	77%		
Central Services	\$ 38,703.00	\$ 40.00	0%		
Training/Travel	\$ 16,800.00	\$ 14,458.25	86%		
Vehicles/Equipment	\$ -	\$ -	0%		
Structures	\$ -	\$ -	0%		
Reimbursements	\$ -	\$ (896.53)	0%		
Transfers-Outs	\$ 634,678.00	\$ 260,496.95	41%		
Operating Trans-Out	\$ 1,211,686.00	\$ -	0%		
<b>Total Expenditures</b>	<b>\$ 3,111,015.00</b>	<b>\$ 1,199,861.41</b>	<b>39%</b>		

Revenue	Budget	Expended / Received	% Expended /	
			Received	Received
Property Taxes	\$ 2,300,035.00	\$ 2,921,337.05	127%	
Rents/Utilities/Penalties	\$ 757,843.00	\$ 577,596.22	76%	
Fuel Flowage	\$ 15,000.00	\$ 10,573.60	70%	
Cal Trans Entitlement Grant	\$ -	\$ -	0%	
Other (commissions)	\$ 59,500.00	\$ 106,880.25	180%	
Operating Trans-In	\$ -	\$ -	0%	
<b>Total Revenue</b>	<b>\$ 3,132,378.00</b>	<b>\$ 3,616,387.12</b>	<b>115%</b>	

**Net Effect**      \$ 21,363.00      \$ 2,416,525.71

**Services and Supplies Breakdown**

COWCAP (County Charges)	\$ 5,489.00	\$ 5,489.00	100%
Insurance Costs	\$ 13,148.00	\$ 13,148.00	100%
Communications & Info Systems			
Usage	\$ 11,616.00	\$ 7,924.81	68%
Vehicle Costs	\$ 75,000.00	\$ 38,949.66	52%
Real Estate Services	\$ 25,000.00	\$ 14,196.00	57%
Utilities	\$ 200,000.00	\$ 108,748.43	54%

**Budget Report FY 19/20 - Administration**  
**Friday, April 17, 2020**

Appropriations	Budget	80% Percentage of the year		Notes
		Expended /	Received	
Services and Supplies	\$ 868,300.00	\$ 1,187,518.94	137%	
Central Services	\$ 40,396.00	\$ 33,326.25	82%	
Training/Travel	\$ 6,100.00	\$ 8,059.00	132%	
Vehicles/Equipment	\$ 218,115.00	\$ 36,196.00	17%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ (898,186.00)	\$ (219,200.90)	24%	
Transfers-Outs	\$ 91,262.00	\$ 44,690.06	49%	
Operating Trans-Out	\$ 560,125.00	\$ -	0%	
<b>Total Expenditures</b>	<b>\$ 886,112.00</b>	<b>\$ 1,090,589.35</b>	<b>123%</b>	

Revenue	Budget	Expended /	
		Received	Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ -	\$ -	0%
Fuel Flowage	\$ -	\$ -	0%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ -	(18.34)	0%
Operating Trans-In	\$ (537,944.00)	\$ -	0%
<b>Total Revenue</b>	<b>\$ (537,944.00)</b>	<b>\$ (18.34)</b>	<b>0%</b>

**Net Effect** \$ 348,168.00 \$ 1,090,571.01

**Services and Supplies Breakdown**

COWCAP (County Charges)	\$ 528,344.00	\$ -	0%
Insurance Costs	\$ 194,219.00	\$ 194,219.00	100%
Communications & Info Systems	\$ -	\$ 3,639.30	0%
Usage	\$ 35,000.00	\$ 795.34	2%
Vehicle Costs	\$ -	\$ 18,609.50	0%
Real Estate Services	\$ 500.00	\$ 2,231.25	446%
Utilities			

**Budget Report FY 19/20 - Baker Airport**  
**Friday, April 17, 2020**

Appropriations	Budget	80% Percentage of the year		Notes
		Expended / Received	% Expended / Received	
Services and Supplies	\$ 31,480.00	\$ 744.30	2%	
Central Services	\$ -	\$ -	0%	
Training/Travel	\$ -	\$ -	0%	
Vehicles/Equipment	\$ -	\$ -	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ -	\$ 540.00	0%	
Operating Trans-Out	\$ -	\$ -	0%	
<b>Total Expenditures</b>	<b>\$ 31,480.00</b>	<b>\$ 1,284.30</b>	<b>4%</b>	

Revenue	Budget	80% Percentage of the year	
		Expended / Received	% Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ -	\$ -	0%
Fuel Flowage	\$ -	\$ -	0%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 20.00	\$ 40,000.00	200000%
Operating Trans-In	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 20.00</b>	<b>\$ 40,000.00</b>	<b>200000%</b>

**Net Effect**      \$ (31,460.00)      \$ 38,715.70

**Services and Supplies Breakdown**

COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems Usage	\$ -	\$ -	0%
Vehicle Costs	\$ -	\$ -	0%
Real Estate Services	\$ -	\$ -	0%
Utilities	\$ 600.00	\$ 346.91	58%

**Budget Report FY 19/20 - Chino Airport**  
**Friday, April 17, 2020**

Appropriations	Budget	80%		Notes
		Expended / Received	Percentage of the year Expended / Received	
Services and Supplies	\$ 1,128,350.00	\$ 1,038,682.82	92%	
Central Services	\$ 539.00	\$ -	0%	
Training/Travel	\$ 7,400.00	\$ 15,319.42	207%	
Vehicles/Equipment	\$ -	\$ 17,890.02	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ 125,000.00	\$ 97,486.06	78%	
Operating Trans-Out	\$ -	\$ -	0%	
<b>Total Expenditures</b>	<b>\$ 1,261,289.00</b>	<b>\$ 1,169,378.32</b>	<b>93%</b>	

Revenue	Budget	80%	
		Expended / Received	Percentage of the year Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 4,433,202.00	\$ 3,745,632.32	84%
Fuel Flowage	\$ 85,000.00	\$ 62,443.90	73%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 138,000.00	\$ 95,853.41	69%
Operating Trans-In	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 4,656,202.00</b>	<b>\$ 3,903,929.63</b>	<b>84%</b>
<b>Net Effect</b>	<b>\$ 3,394,913.00</b>	<b>\$ 2,734,551.31</b>	

**Services and Supplies Breakdown**

COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems	\$ -	\$ 8,369.23	0%
Usage	\$ -	\$ 61,534.58	0%
Vehicle Costs	\$ 300,000.00	\$ 98,644.00	33%
Real Estate Services	\$ 160,000.00	\$ 120,545.84	75%
Utilities	\$ -	\$ -	0%

**Budget Report FY 19/20 - Barstow-Daggett Airport**  
**Friday, April 17, 2020**

Appropriations	Budget	80% Percentage of the year		Notes
		Expended /	Received /	
Services and Supplies	\$ 169,955.00	\$ 109,236.90	64%	
Central Services	\$ -	\$ -	0%	
Training/Travel	\$ 2,600.00	\$ 3,442.33	132%	
Vehicles/Equipment	\$ 10,000.00	\$ -	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ 1,000.00	\$ 1,725.00	173%	
Operating Trans-Out	\$ -	\$ -	0%	
<b>Total Expenditures</b>	<b>\$ 183,555.00</b>	<b>\$ 114,404.23</b>	<b>62%</b>	

Revenue	Budget	80% Percentage of the year	
		Expended /	Received /
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 25,000.00	\$ 25,031.90	100%
Fuel Flowage	\$ 14,000.00	\$ 14,309.97	102%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 30,000.00	\$ 59,585.41	199%
Operating Trans-In	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 69,000.00</b>	<b>\$ 98,927.28</b>	<b>143%</b>

**Net Effect**      \$ (114,555.00)      \$ (15,476.95)

**Services and Supplies Breakdown**

COWCAP (County Charges)	\$ -	\$ -	0%	
Insurance Costs	\$ -	\$ -	0%	
Communications & Info Systems				
Usage	\$ 4,000.00	\$ 2,055.29	51%	
Vehicle Costs	\$ 56,000.00	\$ 41,038.89	73%	Equipment Rentals
Real Estate Services	\$ 4,000.00	\$ 7,098.00	177%	
Utilities	\$ 16,000.00	\$ 15,166.76	95%	

**Budget Report FY 19/20 - Needles Airport**  
**Friday, April 17, 2020**

Appropriations	Budget	80%		Notes
		Expended / Received	Percentage of the year Expended / Received	
Services and Supplies	\$ 75,300.00	\$ 42,170.55	56%	
Central Services	\$ -	\$ -	0%	
Training/Travel	\$ 8,600.00	\$ 3,017.91	35%	
Vehicles/Equipment	\$ -	\$ -	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ -	\$ -	0%	
Operating Trans-Out	\$ -	\$ -	0%	
<b>Total Expenditures</b>	<b>\$ 83,900.00</b>	<b>\$ 45,188.46</b>	<b>54%</b>	

Revenue	Budget	80%	
		Expended / Received	Percentage of the year Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 12,000.00	\$ 6,024.50	50%
Fuel Flowage	\$ 1,000.00	\$ 877.50	88%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 200.00	\$ 40,000.00	20000%
Operating Trans-In	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 13,200.00</b>	<b>\$ 46,902.00</b>	<b>355%</b>

**Net Effect**      \$ (70,700.00)      \$ 1,713.54

**Services and Supplies Breakdown**

COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems	\$ -	\$ -	0%
Usage	\$ -	\$ -	0%
Vehicle Costs	\$ -	\$ 42.33	0%
Real Estate Services	\$ 5,000.00	\$ 1,137.50	23%
Utilities	\$ 500.00	\$ -	0%

**Budget Report FY 19/20 - Twentynine Palms Airport**  
**Friday, April 17, 2020**

Appropriations	Budget	80% Percentage of the year		Notes
		Expended / Received	% Expended / Received	
Services and Supplies	\$ 222,532.00	\$ 95,266.23	43%	
Central Services	\$ -	\$ -	0%	
Training/Travel	\$ 1,100.00	\$ 521.50	47%	
Vehicles/Equipment	\$ -	\$ 3,299.97	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ 1,000.00	\$ 575.00	58%	
Operating Trans-Out	\$ -	\$ -	0%	
<b>Total Expenditures</b>	<b>\$ 224,632.00</b>	<b>\$ 99,662.70</b>	<b>44%</b>	

Revenue	Budget	80% Percentage of the year	
		Expended / Received	% Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 10,701.00	\$ 9,248.50	86%
Fuel Flowage	\$ 60,000.00	\$ 57,377.95	96%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 200.00	\$ 41,020.53	20510%
Operating Trans-In	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 70,901.00</b>	<b>\$ 107,646.98</b>	<b>152%</b>
<b>Net Effect</b>	<b>\$ (153,731.00)</b>	<b>\$ 7,984.28</b>	

**Services and Supplies Breakdown**

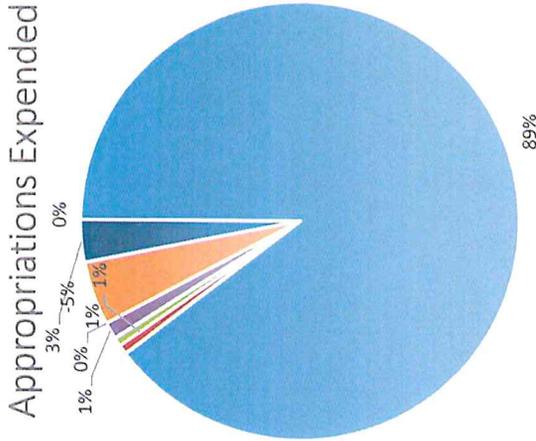
COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems Usage	\$ -	\$ -	0%
Vehicle Costs	\$ 3,000.00	\$ 287.95	10%
Real Estate Services	\$ 4,000.00	\$ 1,365.00	34%
Utilities	\$ 4,000.00	\$ 1,056.45	26%

# Budget Report FY 19/20 - Airports (AAA Only) Summary

Friday, April 17, 2020

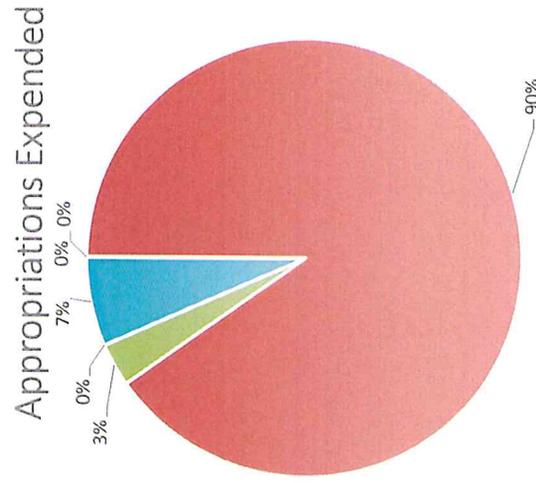
80% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received
Payroll, Services and Supplies	\$ 5,002,387.00	\$ 4,162,811.28	83%
Central Services	\$ 40,935.00	\$ 33,326.25	81%
Training/Travel	\$ 25,800.00	\$ 30,360.16	118%
Vehicles/Equipment	\$ 228,115.00	\$ 57,385.99	25%
Structures	\$ -	\$ -	0%
Reimbursements	\$ (898,186.00)	\$ (219,200.90)	24%
Transfers-Outs	\$ 218,262.00	\$ 145,016.12	66%
Operating Trans-Out	\$ 560,125.00	\$ -	0%
<b>Total Expenditures</b>	<b>\$ 5,177,438.00</b>	<b>\$ 4,209,698.90</b>	<b>81%</b>



- Payroll, Services and Supplies
- Central Services
- Training/Travel
- Vehicles/Equipment
- Structures
- Reimbursements
- Transfers-Outs
- Operating Trans-Out

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 4,480,903.00	\$ 3,785,937.22	84%
Fuel Flowage	\$ 160,000.00	\$ 135,009.32	84%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 168,420.00	\$ 276,441.01	164%
Operating Trans-In	\$ (537,944.00)	\$ -	0%
<b>Total Revenue</b>	<b>\$ 4,271,379.00</b>	<b>\$ 4,197,387.55</b>	<b>98%</b>



- Property Taxes
- Rents/Utilities/Penalties
- Fuel Flowage
- Cal Trans Entitlement Grant
- Other (commissions)
- Operating Trans-In

**Net Effect** \$ (906,059.00) \$ (12,311.35)

Services and Supplies Breakdown	Budget	Expended / Received	% Expended / Received
COWCAP (County Charges)	\$ 528,344.00	\$ -	0%
Insurance Costs	\$ 194,219.00	\$ 194,219.00	100%
Communications & Info	\$ 4,000.00	\$ 14,063.82	352%
Systems Usage	\$ 94,000.00	\$ 103,699.09	110%
Vehicle Costs	\$ 313,000.00	\$ 126,854.00	41%
Real Estate Services	\$ 181,600.00	\$ 139,347.21	77%
Utilities	\$ -	\$ -	0%



## Interoffice Memo

DATE: April 17, 2020

PHONE: 387-8810

A handwritten signature in blue ink that reads "Maureen A. Snelgrove".

FROM: **MAUREEN A. SNELGROVE**, Assistant Director  
Department of Airports

TO: **JAMES E. JENKINS**, Director  
Department of Airports

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SUBJECT: **MONTHLY REPORT**

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### ADMIN

- 3/2/2020 Department Budget coordination meeting.
- 3/13/2020 Conference call for Incident Tracking of COVID-19 hosted by County Finance.
- 3/16/20 Advance Planning meeting for COVID-19.
- 3/20/2020 Weekly Conference Call with County Administration for COVID-19 coordination.
- 3/25/2020 Conference Call for updates on revisions to the budget process due to COVID-19.
- 4/3 and 10/2020 Weekly Conference Call with County Administration for COVID-19 coordination.
- 3/24/2020 All administration staff began telecommuting 2 – 3 days per week.
- 4/6/2020 Telecommuting increased to five days per week for all administration staff.
- 4/14/20 DOT and FAA CARES Act grant funding briefing. The department will be applying for \$245,000 in allocated grant funding.

### CHINO

- 3/10/20 meeting with Southwest Airport Development to discuss lease and tenant concerns
- Ramp permits issued to Threshold Technologies and SoCal MRO for the parking of commercial airline aircraft during the COVID-19 Pandemic
- Six tenants have requested a deferment of rent.
- All flight schools have suspended multiple pupil classrooms and having students to conduct solo flights.
- Removal of B-305 is 80% complete.

### DESERT AIRPORTS

- TNP Gate – The gate system is complete, tenants have been sent Gate Card applications for new cards.

### APPLE VALLEY

- 4/9/2020 Apple Valley Runway Terminal Parking Lot Page turn.
- 4/13/2020 Apple Valley Taxi Lane page turn.

# CHINO AIRPORT OPERATIONS

Month	2016	2017	2018	2019	2020	Itinerant	Local	AC	AT	GA	MI	Civil	MI	IFR
January	14206	11685	17892	13452	21607	7643	13964	1	49	7549	44	13958	6	1651
February	14675	11905	16439	14957	19644	6783	12861	2	53	6683	45	12778	83	1318
March	14906	16145	17611	16760	13354	4011	9343	7	37	3932	35	9271	72	995
April	14330	16259	18493	19014	0	0	0							
May	14783	19164	20200	17680	0	0	0							
June	14431	17387	20163	18774	0	0	0							
July	15220	19569	16071	18565	0	0	0							
August	16883	17968	17683	20322	0	0	0							
September	15217	18135	16313	19351	0	0	0							
October	13993	20969	16123	19405	0	0	0							
November	15267	18366	13413	19629	0	0	0							
December	13672	15538	13880	19272	0	0	0							
<b>Total</b>	<b>177,583</b>	<b>203,090</b>	<b>204,281</b>	<b>217,181</b>	<b>54,605</b>	<b>18,437</b>	<b>36,168</b>	<b>10</b>	<b>139</b>	<b>18164</b>	<b>124</b>	<b>36007</b>	<b>161</b>	<b>3964</b>

## Current Year Monthly Breakdown

