

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
MAY 21, 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: Electronically via Zoom

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
Erin Johnson, Staff Analyst II
Rebecca Mancha, Fiscal Assistant
Nicole Leyden, Secretary
Lyle Ballard
Agnes Cheng

Department of Airports
Real Estate Services
County Counsel

Public Participation:

Bob Velker
Deana Olivares-Lambert
Mike Perry
Chuck & Sharon Stuewe
Chuck McCormick
Harvey Luth
Jemma Chun

Chino Development League
The 20/20 Network
Alliance International Aviation
Chino Airport Tenants
Mead & Hunt
Chino Valley Fire District
MI Air Aviation

Pledge of Allegiance

Led by Commissioner Asmus.

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, April 23, 2020

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

Commissioner Reports/Comments

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

Commissioner Bagley commented that having the commission meeting via Zoom is very effective, but he would like to start having meetings in person and on site as soon as possible. He also added that he was pleased that the gate card system at Twentynine Palms Airport was

operational.

Commissioner Canepa said that there had been very little aviation activity recently, but she has noticed that it is starting to increase now.

Commissioner Marquez shared that he was happy to see that Chino Airport was busy this past weekend

Public Comments

Mr. Perry representing Alliance International Aviation (AIA), based at Chino Airport stated that AIA had not prevailed on the SOP for Hangar A230, which they have been renting for the past 10 years. He shared that they suffered an impact from Covid-19 but have remained open. Mr. Perry asked for assistance with extending their lease contract. AIA has suggested that they remodel the building (Dome 1) at their expense since it is a historic building if they can extend their lease contract for more than 2 years at a time.

Mr. Velker sent an e-mail and photo regarding the truck traffic issues on the south east corner of Chino Airport. He stated that this corner now has law enforcement not allowing any truck traffic. Truck drivers going in and out of the Nursery located there have received warnings from law enforcement.

Commissioner Asmus would like this added to the agenda for the next meeting.

Mr. Stuewe thanked Airport staff for the recent weed abatement around his hangar complex.

Ms. Chun from MI Air Flight School expressed that they are a quickly growing flight school and that they have submitted a proposal for Building A-230 and wanted their proposal to be considered for the SOP.

Information Item: Chino Airport SOP Locations: A-440 Century Paint, A-230 (Dome 1), and F-330 CHC Hangar #1.

Mr. Jenkins pointed out that there had been several solicitations of proposals conducted recently for facilities that have become available for public participation due to the lease agreements expiring. There were three recently. One of which was for Building A-440 in which the incumbent was successful in retaining their facility and Building F-330 hangar #1 in which the committee has selected the existing tenant.

Pursuant to practice and policy the process of solicitation is to post a notice of the County's intent to renew a lease with a current tenant. Based on the posting the public is noticed of the County's intent. If there is no competition then the lease is executed with the current tenant. If there is interest from another party then a solicitation process is triggered. In the matter of Building A-440 and Building A-230 that is what occurred and with Building A-230 the incumbent was not successful. The committee who evaluated the proposals included an Airport Commissioner, a member of Real Estate Services Department, and a member of the Department of Airports.

This process has always existed. In the recent past there had been unoccupied facilities available so therefore the incumbent's property was not made available for competition. At the time of the lease expiring for Building A-230 there were no available facilities which were comparable. The criteria was clearly outlined in the solicitation and there were three other proposals. At the close of the process the incumbent is allowed to request copies of the responses and there is also a process to protest the selection.

Information Item: Department of Airports - COVID 19 Update.

Ms. Snelgrove gave a brief update. Administrative staff continues to telecommute five days a week and operations staff are still reporting to the facilities. Ms. Snelgrove is telecommuting three days a week and Mr. Jenkins is reporting to work five days a week. Ms. Snelgrove and Mr. Jenkins

are assisting with administrative duties to ensure that deposits are made timely, revenues are accounted for and that tenants are able to continue with their gate card updates.

The Department is waiting for the distribution of FAA CARES Act funding to support airport operations. All contracts have been signed and returned to the FAA and the Department is expecting \$247,000.

All of staff time is being tracked and expenditures applied to the Covid-19 tracking which the County is utilizing for potential reimbursement for other State or Federal funding which may later become available. This also includes tracking time telecommuting and any equipment purchased for staff to enable them to telecommute. On April 28th the County Health Program was implemented which requires that all staff reporting to work have their temperature taken before they are allowed to report to their work sites.

The Department distributed information to tenants regarding County funding opportunities for businesses that become Covid-Compliant.

Director's Reports

Capital Improvement Program

- Chino
 - Sewer line improvement in south quadrant of the airport.
 - Installing a restroom facility for D-Hangar complex.
 - Remodeling the administration building which will include hands free facility for the restroom and combining two restrooms into one.
- Apple Valley
 - Wash rack –Planning effort almost complete for the upcoming fiscal year.
 - Eighteen acres to be purchased by mid-July for master drainage facility at the south end of the airport.
 - Taxi lane improvement – widening for drainage component.
 - Parking lot with improved lighting and additional drainage.
 - Consideration for modifying customer service entrance by placing a window between customer and staff.
- Baker Airport
 - Perimeter fencing installation scheduled for next year– along the exterior road with an entrance gate which will have an electronic pass utilizing a driver's license or other form of identification for the public to be able to access the airport.
- Twentynine Palms
 - Re-initiating studies for drainage improvements.
 - Improvements to the pilots lounge and upgrading the trailer.
 - Solicitation of proposal (SOP) for a caretaker to be released.

Board of Supervisors Activity

No activity to report this period.

Real Estate

Mr. Ballard provided information on current property leasing activity.

- Chino Hangar A-440 & A340 leases currently being reviewed.
- Chino Airport tenant requests for monthly rental payment deferment due to Covid-19. Item to be presented to the Board of Supervisors.

- Interests in Barstow-Daggett Airport from ComAv which is a company who supplies services for large aircraft companies to assist in finding space for aircraft storage. Temporary use permit currently being prepared. Negotiations underway for

permanent lease for approximately twenty seven acres of ramp space for storage of commercial aircraft.

Financial Report

During the month of April the payment rate was 86% for the Department's tenants. So far in May the Department is tracking a 60% payment rate. A Board item has been created for tenant payment forgiveness/deferment. Tenants have been notified that the Department is holding any late payment fees associated with Covid-19 delinquencies. A presentation to the Board will be a repayment program and opportunity for those who have been unable to make their payment due to Covid-19. This will offer a repayment period equal to the term of the lease if the lease is two years or more and no more than a sixty month period. There will be an opportunity for individual presentations to go before the Board for a different payment schedule for those who may require it. There will be a planned payment process in place executed by a side letter of agreement processed with the individual leaseholders to allow them to repay any missed payments. It is anticipated that the Department will have to utilize reserves of about \$100,000 for Covid-19 and a few other expenses for deferred maintenance items.

The Department is currently holding all vacant positions. Since the Chino Airport Secretary has retired Ms. Snelgrove has been managing the Chino gate cards. There is consideration of a possible kiosk to be placed in the lobby where tenants may submit documents to update their gate cards. This will relieve time from administrative staff of collecting the documents. Software and hardware are being reviewed to have this in place by the next fiscal year.

Monthly Reports

Assistant Director

- **Administration**
 - Attend weekly conference calls for County coordination regarding Covid-19.
 - Five year Internal Cost Recovery Program (ICRP) analysis submitted to the Auditor.
 - Chino Action Items discussed on conference call with FAA.
 - Attended a thermo camera demo for detecting increased body temperature of attendees at large events as a consideration if the Department hosts the Apple Valley Airshow this year.
- **Chino**
 - Coordinated with Community Services Group Communications Officer for a Chino Airport photoshoot for use in the Chino Master Plan.
 - Falconry program representative to be on site at Chino Airport three days a week for the remainder of the year to help control the starlings and seagull population.
 - Inspected runway J and K for potential paint and signage improvements. Runway 26 left centerline is 75% complete. Other parts of runways to follow for improvements.
 - Additional ramp permits being prepared for Threshold for six airbuses.
 - Flight schools currently in operation.
- **Needles**
 - Automated weather observing system (AWOS) was updated.

- **Apple Valley**
 - The Little Aviator Café remains closed, but is preparing for reopening based on the Public Health guidelines.

- **Twentynine Palms Airport**
 - Working with contractor for new up-to-date credit card machines at fuel pumps for Twentynine Palms, Needles, and Apple Valley Airport.

Planner

- **Administration**
 - Met with consultants on Airports Capital Improvement Plan (ACIP) for FAA coordination.
 - Coordinating with Department of Transportation (DOT) for grant compliance

- **Chino**
 - Mailroom demo has been completed.
 - Driver training module updated with new exam offered on-line.
 - Falconry Program implemented for nuisance birds.
 - Revised Grounds Maintenance Program implemented including weed abatement, signage, and painting.

Chino Airport Operations

Ms. Snelgrove reported that all airport operation have decreased since January. It was reported to her from the Chino Tower that the Chino Airport Operations numbers for April were 9,127 and the May numbers as of May 19th were at 7,515. The official count for April has not been published yet.

Miscellaneous

Engineering Request for Proposal (RFP) to be released this coming Friday. This is for an engineer for airport planning and will cover a three year period.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, June 18, 2020 at 10:00 a.m. – Department of Airports, 777 East Rialto Avenue San Bernardino, Ca. 92415.

Adjournment: Meeting was adjourned by Commissioner Asmus at 11:18 a.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
Department of Airports