SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING

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
- Adrianna Ortiz, Airport Planner
- Nicole Leyden, Secretary
- Alfonso Romo, Maintenance Supervisor
- James Beck, Maintenance Worker I
- Jared Green, Maintenance Worker I

**Visitors Present:**
- Bob Velker
- Deana Olivares-Lambert

**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 agendize the change of the Airport Commission meetings schedule to meet every 3rd 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 17th 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,

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**Signature Not Available**  
Larry Asmus  
Airports Commission

**Signature Not Available**  
Maureen A. Snelgrove, Assistant Director  
Department of Airports

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**Signature Not Available**  
Nicole Leyden, Secretary I  
Department of Airports