

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
JUNE 18, 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: Department of Airports 777 E Rialto San Bernardino, Ca 92415 and 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
Nicole Leyden, Secretary

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Public Participation:

Bob Velker
Deana Olivares-Lambert
Chuck & Sharon Stuewe
Chuck McCormick
Harvey Luth

Chino Development League
The 20/20 Network
Chino Airport Tenants
Mead & Hunt
Chino Valley Fire District

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.

Mr. Jenkins announced that Tina Abarca, Fiscal Specialist had accepted a promotion in another County Department. She was awarded Employee of the Year and there will be a virtual ceremony in July.

Action Item - Approval of Commission Meeting Minutes, May 21, 2020

Moved by Commissioner Smith seconded by Commissioner Marquez. The item passed unanimously to approve the commission meeting minutes from May 21, 2020.

Commissioner Reports/Comments

Commissioner Asmus inquired about filling the position of Commissioner for the First District. Mr. Jenkins shared that the First District has decided not to fill the position at this time since their administration is ending. They plan to staff the meetings themselves when they are available and the position will remain unfilled until the new administration for the First District takes their seat.

Commissioner Asmus requested that the issue with the truck traffic on the south side of Chino

Airport be included on the commission agenda each month until it is unresolved.

Mr. Jenkins reminded the commission that this issue is not one that the Department can control. The City of Chino was invited to make a presentation at the commission meeting to respond to this, but unfortunately they didn't respond to the invitation. Mr. Jenkins is hopeful that they will be able to make a presentation at the August meeting.

Commissioner Bagley commented that he believes Zoom works well for hosting meetings, but would like to meet on-site at the airports as soon as possible.

Commissioner Canepa explained that she is doing some research of the restricted air space in regards to the recreational area in Johnson Valley used for the King of the Hammers event. She is doing this for the off-road community and general aviation community. She has found that this event brings a good amount of revenue to local businesses. She asked the Department of Airports for information including a map of the military protected air space.

Commissioner Bagley added that he is opposed to expanding restricted air space over this recreational area.

Commissioner Marquez requested an update on the Chino Plume.

Mr. Jenkins pointed out that the Plume process has been going on for twenty-five years. The Department is now beginning to undertake implementation of remedy and is acquiring property rights south and west of the airport for locations to place clusters of extraction wells. There have been meetings with various property owners over the past nine weeks explaining the reason for specific locations for the wells. Recently the quarterly well monitoring information showed that the Plume has now expanded further to the west. This demonstrates the need to have the extraction wells in place as rapidly as possible before the Plume expands further and deeper.

Simultaneously, the second phase is being undertaken which is the piping pathways in the quadrant described that we are installing in city right-of-way. The Department is working with Southern California Edison, City of Chino, Frontier Communications, and Inland Empire Utility Agency to define and determine the conduit pathways to get the extraction well effluent to its point of treatment, which is a treatment plant controlled by the Chino Desalter Authority at Highway 83 and Kimball Ave. In mid-2021 the installing of conduits will begin for the piping in the ground in the city right-of-ways and in late 2021 the extraction wells project will be initiated.

Public Comments

No public comments.

Information Item: Leasing of County Real Property for Airports: Policy and Standard Practice 12-04 and 12-04SP.

Mr. Jenkins provided information requested by the commission. The County has a standard practice to determine if there is a need for solicitation when a lease on property is due for renewal. Typically a renewal is negotiated with the incumbent party, then a public notice is posted stating that this has taken place. If no interest for the property is expressed from any other party then the lease is renewed. If there is interest in the property then the solicitation process begins. Previously when there were other similar properties which were vacant and available on the airport the competitive process was not necessary.

Information Item: Department of Airports - COVID 19 Update.

Ms. Snelgrove provided an update. All administrative staff returned to the office June 1st. Due to economic issues as a result of sales tax reductions the County Administrative Office has put into effect position control measures of all vacant and all requested positions that were submitted with

the 2020-2021 budget. The Department currently has eighteen employees and has received approval for the Fiscal Specialist position and one Maintenance Worker I position.

There is signage regarding face coverings at each Department location as well as masks available to the public. Barriers have been put into place for administrative staff to assist with social distancing in public areas. Also, maintenance staff has the ability to schedule hangar maintenance at a time when the tenant is not present.

Director's Reports

Capital Improvement Program

- Chino
 - Sewer line project near hangars A495-A560 is in the design phase.
 - B-Hangar restroom installation – delayed for approximately one year due to issue with width of taxiway and placement of the restrooms. Other options for placement are being explored. Portable restrooms will remain in place.
 - Surveyor looked at existing Compass Rose and has proposed an additional location. Project to be completed the next fiscal year.
- Apple Valley
 - Wash rack – In the design phase and pending some recent revisions.
 - Taxiway reconstruction - Design finalized and pending a geotechnical report.
 - Terminal parking lot - Design changes completed; includes pavement and drainage improvements. Expected to be completed in 2021.

Board of Supervisors Activity

No activity to report this period.

Real Estate

Mr. Jenkins provided information on current property leasing activity.

- Solicitation for Building A-230 at Chino Airport - Agreement will be executed with selected party.
- SoCal MRO (sub-tenant to Mooney Enterprises) – Occupies Commercial Hangar #2 – tentative agreement reached with the County through May 2021 pending Board approval in August. The party has negotiated a plan to compensate the County for its term of occupancy starting from November 2019 until the present and then continue to pay the market rate on that facility through May 2021. At the end of 2020 a competitive process will occur in which the current tenant will be able to participate.
- Ground lease agreement created with Fleet yards, Inc. for storage of trailers to support some warehouses in Chino which include Walmart and Amazon. They will have to meet requirements by the City of Chino and their development code.

Financial Report

Mr. Jenkins reported that the Department has received CARES Act funding of \$247,000 for the five airports which were eligible. This is to be used to offset costs associated with staffing and operations impacted by Covid-19.

Ms. Snelgrove shared that the end of the fiscal year is very close. The Department is at 64% of expenditures for all airports combined and has received 153% of expected revenue. There has

not been any effect from the Covid-19 economic issues on tax dollars received for Apple Valley Airport.

Mr. Jenkins added that the tax monies to date have not been affected by Covid-19 because those monies were escrowed in a previous period. Effects may be in the coming cycle after Covid-19 which includes property taxes. Significant effects are expected to the tax base and tax payments received. The Department does although have significant reserves at Apple Valley Airport and operational costs are controlled so it will not be an operational impact to the Department if the expected increment is not received.

Ms. Snelgrove pointed out that a Department budget had been prepared to cover all operational needs for next year and maintain funds in the reserves. Even if there is a slight reduction in revenue there will be opportunities to make those adjustments.

Monthly Reports

Assistant Director

- **Administration**
 - Attended weekly conference calls for County coordination regarding Covid-19.
 - Attended an FAA Coordination meeting regarding recent maintenance improvements.
 - Fiscal staff began performing years-end closing process including CSA 60 audit.
- **Chino**
 - Threshold Technologies continues to bring in airbus commercial aircraft for storage. Maximum capacity has been reached for storage of that size aircraft.
 - Flight schools have reopened.
 - Flo's Restaurant has reopened.
- **Apple Valley**
 - The Apple Valley Airport Café has reopened.
- **Twentynine Palms Airport**
 - Recent issues with fuel operations - working with Frontier Communications to resolve them. NOTAM issued.

Chino Airport Operations

Flight schools at Chino Airport are back in operation. The operational numbers for May are approximately 14,000. This is similar to May's numbers in previous years. The numbers for June so far are 6,000, which would give a count of about 12,000 for the month. The airport is running at about 70-75% of expected operations.

Miscellaneous

Mr. Jenkins explained how the Department is managing with staff. Maintenance staff has been committed to doing their daily work through the Covid-19 pandemic, but there has been challenges with the staffing level. Also, it is difficult to find administrative help through the temporary employment agency as it is difficult to compete with the current increased unemployment benefits. Steps are being taken to increase staff to the normal level of staffing and the Department is getting consideration from the County management team to fill some critical positions.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, August 20, 2020 at 10:00 a.m. – Chino Airport, 7000 Merrill Ave Chino, CA 91710.

Adjournment: Meeting was adjourned by Commissioner Asmus at 11:16 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