

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
JANUARY 24, 2019.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Jim Bagley. Meeting location: Department of Airports – 777 East Rialto Avenue San Bernardino, Ca 92415

Commission Members Present:

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

Commission Members Absent:**Staff Present:**

James E. Jenkins, Director
Maureen A. Snelgrove, Assistant Director
Nicole Leyden, Secretary
Steve Mintle

Department of Airports
Department of Airports
Department of Airports
Real Estate Services

Visitors Present:

Christian Guntert
Steve Lambert
Bob Velker
Chuck McCormick
Doug Crowther
Robert Freeman
Joe Ascenzi

1st Dist. BOS Representative
The 20/20 Network
Chino Development League
Mead & Hunt
Threshold Aviation
Attorney
Guest

Pledge of Allegiance

Led by Commissioner Bagley.

Report on Posting of Agenda:

Maureen Snelgrove stated that the agenda had been posted as required.

Awards, Guest Introductions and Announcements:

Guests introduced themselves.

Action Item - Approval of Commission Meeting Minutes, December 6, 2018

Moved by Commissioner Smith seconded by Commissioner Asmus. The item passed unanimously to approve the commission meeting minutes from December 6, 2018 with noted additions.

Commissioner Reports/Comments

Commissioner Marquez apologized for his recent absences as he is trying to work out his schedule. He is involved with several organizations including Metrolink and Sandbag.

Commissioner Bagley stated some unresolved issues at Twentynine Palms Airport. The entrance gate is not fully functional and is stuck open due to a failed bearing. Also furniture has not been delivered and three very strong smelling air fresheners were placed in the pilot's lounge.

Public Comments

Mr. Velker gave an update on Chino Development League building the approved two dozen hangars at Chino Airport. They are moving forward and currently going into the review process with the City of Chino.

Mr. Freeman introduced himself as the attorney representing Yanks Air Museum, et al. in a lawsuit against Planes of Fame.

Commissioner Bagley explained that since the commission is subject to the Brown Act that they are unable to respond to the litigation.

Director's Reports

Capital Improvement Program

Ms. Snelgrove shared that there is now an assigned Project Manager to the Department who is actively moving forward on a number of projects.

Kimball drainage issues - Project moving forward in partnership with the City of Chino and expected to be under construction by this time next year.

Board of Supervisors Activity

Nothing to report during this time period.

Real Estate

Mr. Mintle pointed out that he is currently working on about 40 leases which are due for renewal.

An SOP was completed for the hangar which Chalk 2 occupies at Apple Valley Airport. They were the only proposer so a lease was prepared with Chalk 2 for a 3-year term.

Chino Airport space B295 - He is working through an SOP finalizing the lease.

Port-a-ports relocating from Bracket Airport - 12 leases completed.

Chino Airport Building B340 – working with 18 tenants on renewing short term leases.

Financial Report

Ms. Snelgrove stated that our Staff Analyst position is still vacant so there is currently no finance report. Department revenues are still coming in on target, although expenditures are a little high due to addressing several maintenance projects. The Department has enough money in reserves to cover these expenditures, though.

Monthly Reports

Ms. Snelgrove presented her monthly report.

Chino – Inspections of T-hangars and port-a-ports. Over fifty percent complete.

Maintenance Care – Updated to separate the desert airports from Chino and Apple Valley. This is to make it more user-friendly for the public to input items that need to be addressed.

Chino Remediation Project (Chino Plume) – Drilling and testing has been completed and moving forward to the next phase.

The background check is still underway on the person hired for the Chino Airport Manager position. Once that person is in position then Ms. Snelgrove will be able to assist with coverage at Apple Valley Airport more often.

The salary range for Airport Manager will be reviewed and when it is complete the Department will accept applications for the position of Apple Valley Airport Manager.

Chino Airport Operations

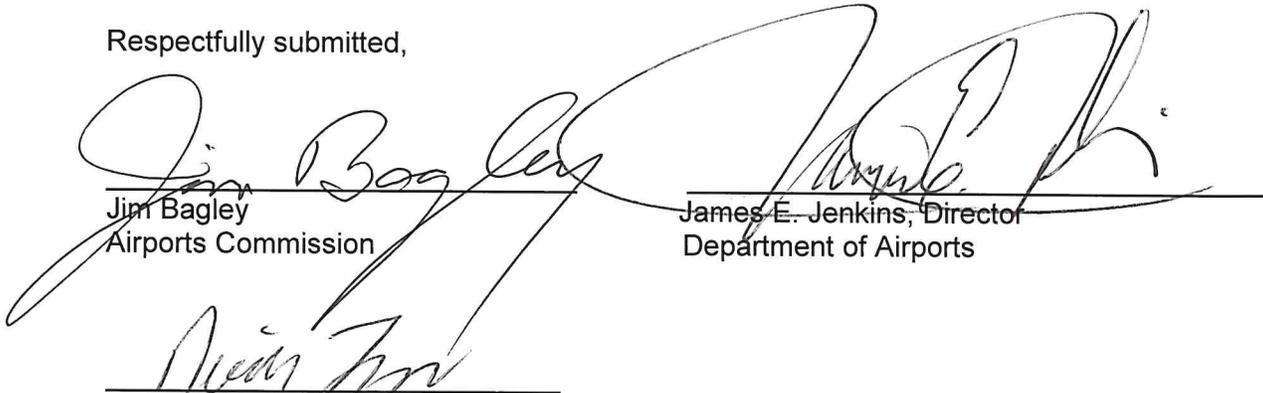
The total annual operations count is 190,401 without December's numbers, so we will exceed 2017's count once those are added.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, February 28, 2019 at 10:00 a.m. at Twentynine Palms Airport 78569 Twentynine Palms Hwy, Twentynine Palms, Ca 92277

Adjournment: Meeting was adjourned by Commissioner Bagley at 10:20 am.

Respectfully submitted,



Jim Bagley
Airports Commission

James E. Jenkins, Director
Department of Airports

Nicole Leyden, Secretary I
Department of Airports

Closed Session

Potential Litigation – Lease Related

No reportable action.