

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
DECEMBER 6, 2018.**

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

Commission Members Present:

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

Commission Members Absent:

Ray Marquez, Fourth District

Staff Present:

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

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Visitors Present:

Tony Mejin
Harvey Luth
Deana Olivares-Lambert
Bob Velker
Carl Scholl
Chris Swonke
Doug Crowther
Avi Mahzman
Heidi Duron

1st Dist. BOS Representative
Chino Valley Fire District
The 20/20 Network
Chino Development League
Aero Trader
Mead & Hunt
Threshold Aviation
Alliance International Aviation
Land Use Services

Pledge of Allegiance

Led by Commissioner Cox

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, September 27, 2018

Moved by Commissioner Asmus, seconded by Commissioner Taylor. The item passed unanimously to approve the commission meeting minutes from September 27, 2018.

Action Item - Approval of Commission Meeting Minutes, October 25, 2018

Moved by Commissioner Asmus, seconded by Commissioner Canepa. The item passed unanimously to approve the commission meeting minutes from October 25, 2018.

Action Item – Nominations and Electon of Airports Commission Chairman for 2019.

Moved by Commissioner Cox, seconded by Commissioner Taylor to nominate Commissioner Jim Bagley for Chairman. Ayes – 6, Nays – 0, Absent – 1. All commissioners present voted in favor.

Action Item – Nominations and Election of Airports Commission Vice Chairman for 2019.

Moved by Commissioner Taylor, seconded by Commissioner Smith to nominate Commissioner Larry Asmus for Vice Chairman. Ayes – 6, Nays – 0, Absent – 1. All commissioners present voted in favor.

Action Item – Review and Approval of 2019 Airports Commission Meeting Calendar

Moved by Commissioner Asmus, seconded by Commissioner Taylor to approve the commission meeting schedule for 2019 with noted changes. Ayes – 6, Nays – 0, Absent – 1. All commissioners present voted in favor.

Commissioner Reports/Comments

Commissioner Bagley inquired about microwave and additional furniture for the pilot's lounge at Twentynine Palms Airport. He reported that disabling the button to open the gate has improved security on the airport and that there has not been any recent fuel thefts reported to him. Ms. Snelgrove informed him that more furniture is coming soon.

Public Comments

Mr. Velker inquired about the SOP for Building B295 at Chino Airport. He and some others who submitted proposals are puzzled by who the Department selected. He would like to challenge the selection. He understands that there is a 10-day window to submit an objection from the time the letter is received. Unfortunately, the letter doesn't state who was selected, therefore lacking the information for the basis of the objection.

Mr. Crowther agreed that he is not happy with who was selected either. He does not believe that this selection is in the best interest of the airport.

Mr. Scholl also concurred. He also asked for clarification on the tenant's lease for the aircraft storage south of Aero trader. He asked if it included language regarding the running of APU's (auxiliary power unit) stating permission would be requested to run the APU's, and the aircraft would be moved to change direction of the jet blast if the APU's were run.

Ms. Snelgrove agreed to follow up on this.

Mr. Mahzman was under the impression that a due process was followed for selecting the winner of the SOP. Now he is questioning the selection criteria, the due process, and the reasons why the identification was delivered to the bidding parties the way it was.

Although the timeframe to respond (10 days) has passed Mr. Jenkins explained that the Department will still accept and respond to any correspondence which have a valid basis.

The commission encouraged the individuals to follow the appeal process for this matter.

Ms. Snelgrove read a letter submitted to the Department on Tuesday December 4, 2018 via e-mail from Chris Young with Air Skipper, LLC.

Commissioners requested a closed session discussion be on the next agenda.

Information Item – Presentation by Land Use Services

Planning Director, Heidi Duron, gave a presentation.

Land Use Services is responsible for guide in development within the unincorporated areas of San Bernardino County. Goals and policies relative to land use are established in the general plan. There are development standards outlined in the county development code. Within the general plan there are a variety of safety overlays as public health and safety are a critical component. Included in the overlays is the airport safety review area which is created to

provide greater safety to aviators and the general public by establishing requirements for land use compatibility reviews within designated areas in a closed proximity to a public use airport.

When serving on the Planning Commission the commissioners would like to see a draft of the aviation easement in every planning commission packet. Also at that time they would like to be informed of any issues that can be foreseen or even ones that have been resolved already.

Ms. Duron stated that this was a reasonable request and that she would forward this information to the Planning Commission.

Commissioner Asmus also expressed concern about residential apartment units under an approach path and any residential areas near an airport. There are safety factors and political objections. People living near an airport may complain about noise and rally to get an airport shut-down or have operations constrained.

Ms. Duron pointed out that the Planning Commission is working to address these issues.

Director's Reports

Capital Improvement Program

Mr. Jenkins had a Capital Improvement update meeting with Project Management Division the previous week in which an improvement at Chino Airport was discussed. The Department intends to make space at the Airport Manager' office to house the Administrative staff, which includes fiscal staff, Mr. Jenkins and Ms. Snelgrove.

The Department already planned to increase the footprint of the space and build a new package receiving facility which will coincide with the planned new mail center. The Department reached out to Amazon to understand the process of applying for a parcel locker location. This is planned to be an addition to the mail center.

Other Department projects are moving forward such as the wash rack, parking lot and taxi lane improvement at Apple Valley Airport. These are expected to be under construction in the summer of 2019.

Board of Supervisors Activity

Nothing to report during this time period.

Real Estate

Mr. Jenkins briefed the commission.

Inland Valley Aviation has been on a re-payment plan for about 6 years and they have now satisfied their debt to the county so a new lease was prepared for them.

Yancey Enterprises continue to have problems with tenant improvement at Chino Airport, specifically electrical issues. Mr. Jenkins has spoken with the City of Rialto's Building and Safety Department and with the party that was responsible for their relocation effort. They are nearly complete with the Yancey's relocation and anything that the Yancey's will be experiencing now will be the Yancey's responsibility. They are not operating a viable enterprise. They are unable to permanently install their equipment because the infrastructure that was installed doesn't meet the standards for their installations. The Department will make a decision regarding the Yanceys no later than the end of the 1st quarter 2019

Port-a-port relocation from Bracket Airport advancing – 5 currently on the ground with 18 coming.

They are partially installed and will soon be inspected by the City of Chino

Financial Report

No written report available. Mr. Jenkins explained that we are down staff and currently the Department does not have a Staff Analyst. We are also lacking an Airport Manager, Fiscal Assistant, and an Airport Maintenance Worker. The Department brought one more position on which is a planner position and will fill this position at the end of the 3rd quarter. Interviews for Airport Manager were conducted and one party was offered the position. The Department intends to recruit in the late spring for Apple Valley Airport Manager. In the recruitment process it was discovered that the Department is behind in the compensation model for the annual salary.

He said that we are behind on our expenses and not spending as much due to lack of staff to carry projects forward, so we will be putting money back into reserves. We are tracking towards our annual revenue.

Monthly Reports

Ms. Snelgrove presented her monthly report.

Chino Airport - Asphalt painting & marking continue.

Chino Hangar Inspections to begin December 13th with the T-hangars on west side of the airport.

Needles Airport - New roof on the pilot's lounge.

Trona Airport - Desert Staff assisted for a few days with maintenance and runway lighting.

Apple Valley Airport - Pavement needs, painting, and lighting continue. New airfield signage is in the procurement process.

Chino Airport Operations

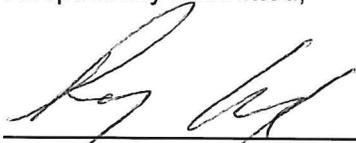
Mr. Jenkins shared that Chino operations are at 160,000 through September. The Department is anticipating approximately 200,000 by the end of this year. Bad weather will slow the operations count down in December. Also there's been less helicopter activity in the past 90 days, although the fuel flow numbers are remaining constant.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, January 24, 2019 at 10:00 a.m. at Department of Airports – 777 East Rialto Avenue San Bernardino, Ca 92415

Adjournment: Meeting was adjourned by Commissioner Cox at 11:20 am.

Respectfully submitted,



Roy Cox
Airports Commission



James E. Jenkins, Director
Department of Airports



Nicole Leyden, Secretary I
Department of Airports