

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
JANUARY 21, 2021.**

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:**

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

**Commission Members Absent:**

None

**Staff Present:**

James E. Jenkins, Director  
Maureen A. Snelgrove, Assistant Director  
Adrianna Ortiz, Airport Planner  
Erin Johnson, Staff Analyst II  
Tammy Gann, Communications Officer  
Nicole Leyden, Secretary

Department of Airports  
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**Public Participation:**

Bob Velker  
Harvey Luth  
Chuck McCormick

Chino Development League  
Chino Fire Dept.  
Mead & Hunt Engineering

**Pledge of Allegiance**

Led by Commissioner Canepa.

**Report on Posting of Agenda:**

Mr. Jenkins stated that the agenda had been posted as required.

**Awards, Guest Introductions and Announcements:**

Commissioners and guests introduced themselves.

Mr. Jenkins announced that Chet Munch has retired as Maintenance Worker II from Apple Valley Airport and that the Department has hired Fiscal Specialist Emmili Penn, who has transferred from Real Estate Services Department.

Mr. Jenkins also shared the sad news that Mr. Joe Fitzgerald has passed away recently from complications due to Covid-19.

**Action Item - Approval of Commission Meeting Minutes, October 15, 2020**

Moved by Commissioner Smith seconded by Commissioner Fried. The item passed unanimously to approve the commission meeting minutes from October 15, 2020.

**Action Item – Nominations and Election of Airports Commission Chairman for 2021**

Moved by Commissioner Marquez, seconded by Commissioner Fried to nominate Commissioner Christine Canepa for Chairman. Ayes – 7, Nays – 0, Absent – 0. All commissioners present voted in favor.

**Action Item - Nominations and Election of Airports Commission Vice Chairman for 2021**

Moved by Commissioner Canepa, seconded by Commissioner Fried to nominate Commissioner Ray Marquez for Vice Chairman. Ayes – 7, Nays – 0, Absent – 0. All commissioners present voted in favor.

**Action Item – Review and Approval of 2021 Airports Commission Meeting Calendar**

Moved by Commissioner Canepa, seconded by Commissioner Smith to approve the commission meeting schedule for 2021 with noted comment that location is subject to change due to Covid-19 restrictions. Ayes – 7, Nays – 0, Absent – 0. All commissioners present voted in favor.

**Action Item – Blue Ribbon Committee Report**

Twentynine Palms FBO Subcommittee appointed by Chair to be Commissioner Fried and Commissioner Marquez.

**Commissioner Reports/Comments**

Commissioner Asmus requested that the San Bernardino County Fire Chief, Dan Munsee speak at the commission meeting in February.

Commissioner Asmus inquired about aviation funding from the County's new presidential administration. Mr. Jenkins stated that the Cares Act funding has been extended for one year and he believes that there will not be any significant changes in the program.

Commissioner Fried relayed a request from Rob Mangold to place a memorial display in the Apple Valley Airport terminal honoring his brother, Mike Mangold. Mr. Jenkins said that this request will be forwarded to the County Administration Office and then sent to the Board of Supervisors for consideration for approval.

Commissioner Cox announced that his commission appointment will expire on January 31st and that he has elected not to be reappointed. He has been on the commission since 2002.

Commissioner Marquez suggested that we have an Open House with tenants after the commission meeting at Chino Airport in October.

Commissioner Marquez inquired about tenant delinquent rent payments. Mr. Jenkins stated that there are only a handful of stakeholder tenants who have issues to be resolved through the Board of Supervisors actions. Airports has prepared jointly with the Parks Department and Real Estate Services Department an action for the Board to consider a repayment schedule for delinquencies without penalties.

**Public Comments**

Mr. Velker commented on the south entrance of Chino Airport. He said that he believed that the only route to enter the west-bound entrance at Kimball Ave onto the airport is from Merrill Ave to Flight Ave. During the period when Grove will be shut down he believes that this will be a real problem. Mr. Jenkins pointed out that there is a secondary entrance from Hellman over to Kimball Avenue for a west bound entrance to the south side of the airport. In addition there is the north side entrance via the perimeter road to reach the south side as well.

**Information Item: Chino Airport Traffic Circulation / Right of Way Dedications.**

Mr. Jenkins informed the commission that the City of Chino has engaged outside services to establish a study of their right of way requirements around the perimeter of Chino Airport. There was a lack of clarity from the respondents so they will continue their efforts with evaluations and interviews from the parties which responded to the solicitation of proposal.

Traffic circulation around the perimeter of the airport will likely become more congested very near term due to a Stormwater project on the east of the airport continuing onto the airport. Also, there will be another Stormwater project and an installation of a traffic light north of the airport. The Department will maintain an entrance and exit on the north side of the airport although, throughout the entire development.

Mr. Jenkins explained that the Department is concerned with how development on the airport is affected by the city's improvements on Merrill Avenue and it also has concerns for Chino Development League's development along Merrill Avenue. Chino Development is required to undertake quite a bit of improvements. They have been working with the City to try to mitigate some of those requirements. In order to assist The Department has agreed to recommend to the Board of Supervisors that they have the lease term of forty-nine years, which is the maximum term.

Mr. Jenkins explained that there remains access to the south side of the airport from Kimball Avenue entering from the west bound entrance. Also available for commercial vehicles is the entrance from the north side of the airport via the airport perimeter road which leads to the south side. The Department is anticipating that there will likely be a secondary entrance from Flight Avenue onto Remington to serve as a commercial entrance for larger vehicles for that quadrant of the airport.

**Information Item:** Department of Airports Video.

Commissioner Fried previously recommended to the commission that a video be made about the county airports for the public. He suggested that each commissioner write a brief script about the airport in their district including history, development and current status and then narrate it on the video. The Chair and Vice Chair would be asked to provide an introduction.

Mr. Jenkins indicated that Tammy Gann, CSG Public Information Officer, can assist as she is helping the Department coordinate with the County's public relations team. Ms. Gann added that she can assist with the script and production. She can also upload the video onto You Tube and add a link to it on the Department website.

**Information Item:** Department of Airports - COVID 19 Update.

Ms. Snelgrove stated that in late November through December the Department had five staff report with positive results from Covid-19 tests. This resulted in having each of the remaining maintenance staff quarantine themselves for fourteen days. This lasted throughout December in which Ms. Snelgrove, Mr. Jenkins, Ms. Ortiz covered the maintenance duties for that period of time. Around the holidays there was some Covid-19 exposure with the administrative staff, but as of the 19<sup>th</sup> of January everyone has returned to work with the exception of one maintenance staff. Through that time all of administrative staff have begun teleworking. Ms. Snelgrove is at Chino Airport most of the week and at Apple Valley when there are no other administrative staff there. Mr. Jenkins continues to travel to the different airports to inspect them. Enhanced cleaning measures have also been implemented including fogging and steaming. Every maintenance crew has purchased a steamer and a fogger.

Ms. Snelgrove added that there is a higher turn-over of hangars at this time which seems to be due to deaths related to Covid-19.

**Director's Reports**

*Capital Improvements*

- Chino

- Sewer alignment between hangars A495 through A560– working through finalizing all the data on the septic tanks – once completed will connect to a sewer line.
- The Department is moving forward on the removal of abandoned underground storage tanks – Chino and Barstow-Daggett – Chino completion is expected to be the first week of February and March for Barstow-Daggett.
- Chino B-Hangar Restroom Installation – On hold due to budget increases.
- Chino Admin Building A550 remodeling – moving forward although delayed due to asbestos abatement – closed February 1-9 – expect completion end of April – beginning of May.

Mr. Jenkins shared that the Apple Valley Airport Café tenant requested an enhancement on the outdoor patio to be able to serve customers outside during inclement weather. Property Management Division is assessing the structural integrity of the patio. The Department plans to construct a roof structure and enclose the patio with architectural glazing.

#### *Board of Supervisors Activity*

The Board approved the license agreement with Planes of Fame for use of portions of Chino Airport for the 2021 Chino Airshow. The anticipated date of the event is October 31, 2021.

#### *Real Estate*

Mr. Jenkins provided information on some property leasing activity.

- Commercial Hangar 1 was leased to Threshold Technologies.
- Commercial Hangar 2 will have a Solicitation of Proposal available by early February.

#### *Financial Report*

Mr. Jenkins stated that the Department is at 56% of the year. Expenditures are at 21% and revenues are at 30%. The revenue is low due to the property tax revenue for County Service Area 60 has not been accounted for yet. There have been several unexpected expenses for projects, yet the Department is tracking well on expenses and revenues.

### **Monthly Reports**

#### *Assistant Director*

- **Staff**
  - Emmili Penn was hired as Fiscal Specialist for the Department on December 14<sup>th</sup>.
  - Chino Airport recruitments currently open for one General Service Worker and two Maintenance Worker positions. The classification title of Maintenance Worker has been revised to Airport Operations Technician to attract a wider variety of people and make the recruitment more diversified.
  - Apple Valley Airport recruitment will be open to one Maintenance Worker II position in the following weeks.
  - Chino Airport Manager interviews are scheduled to begin January 27<sup>th</sup>.
  
- **Chino**
  - Maintenance continually working diligently on painting airfield markings.

#### **Chino Airport Operations**

Mr. Jenkins said that he believed that the December numbers will be about 180,000. The numbers are lower than the prior three years. There is impact due to Covid-19, although the fuel flow numbers have remained relatively consistent.

**Miscellaneous**

Nothing to Report.

**Date, Time and Place of Next Meeting**

The next meeting will be held on Thursday, February 18, 2021 at 10:00 a.m. electronically via Zoom.

**Adjournment:** Meeting was adjourned by Commissioner Asmus at 11:39 a.m.

Respectfully submitted,

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Signature Not Available  
Larry Asmus  
Airports Commission

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Signature Not Available  
James E. Jenkins, Director  
Department of Airports

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Signature Not Available  
Nicole Leyden, Secretary  
Department of Airports