

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
APRIL 15, 2021.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Christine Canepa. Meeting location: Electronically via Zoom.

Commission Members Present:

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

Commission Members Absent:**Staff Present:**

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

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

Public Participation:

Bob Velker
Harvey Luth

Chino Development League
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 and guests introduced themselves.

Action Item - Approval of Commission Meeting Minutes, March 18, 2021

Moved by Commissioner Smith seconded by Commissioner Lesovsky. The item passed unanimously to approve the commission meeting minutes from March 18, 2021.

Commissioner Reports/Comments

Commissioner Asmus inquired about an e-mail received regarding the Chino Tower closing early. Mr. Jenkins explained that they had closed early yesterday due to staff shortages, but will resume their regular hours today.

Commissioner Canepa spoke with Mr. Cole, the co-founder of King of the Hammers. He had met with the military and requested clarification regarding the Johnson Valley Shared Use Area. As of yesterday he has not heard back. Commissioner Canepa shared that she and Commissioner Bagley will assist in obtaining information from the military.

Commissioner Marquez requested that an invitation be offered to Congresswoman Torres, who sits on the Transportation Committee, to meet the commissioners and have a tour of Chino

Airport.

Commissioner Canepa took a poll and all commissioners were in favor of having the next commission meeting in person with continued public participation via Zoom. Mr. Jenkins confirmed that the Department can host the next meeting for the commissioners on May 20th.

Commissioner Canepa requested that participation via Zoom continue to be available even after meetings are resumed in person. Mr. Jenkins pointed out that unfortunately some outlying airports do not have the infrastructure to support hosting meetings electronically.

Commissioner Canepa requested that the commission meeting schedule be discussed at the next meeting regarding the location of the remaining meetings this year.

Public Comments

Mr. Velker inquired about the runway lighting not being very bright at night.

Mr. Jenkins shared that he believed that the lighting for the airport is not as prominent due to the multiple developments in the immediate area. Also the footprint of the airport is not as large as it once was. He suggested that pilots request the tower to turn up the lighting during tower hours if they are having trouble seeing them. The tower has resumed its normal hours until 9pm. Mr. Jenkins will check if the lights at night can have increased intensity.

Discussion Item: Chino Airport Open House.

Mr. Jenkins stated that the contract amendment for the Planes of Fame airshow has been approved which is now calendared for the weekend of October 31st.

Mid to late July several events are planned in association with the Airport Master Plans. There may be an opportunity to host an open house concurrent with these events. These dates will be communicated to the Commission.

Information Item: Mike Mangold Memorial Display Case.

Mr. Jenkins shared that he received feedback and that there is an open reception in allowing a display memorial to be hosted at the Apple Valley Airport. He has reached out to the County leadership to request approval and to inquire what the process will be for allowing a dedication of real estate to be utilized for this purpose.

Information Item: Twentynine Palms FBO Committee Report

Commissioner Lesovsky reported that the recommendation is to have Real Estate Services look into this and decide the best use for the large hangar.

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

Mr. Jenkins pointed out that there has been significant movement on this item in the last thirty days specifically with dedications and planning associated with the City of Ontario around the intersections associated with Merrill Ave. The City is proposing at least three new intersection improvements along Merrill Ave. which are Sultana/ Quality Way, Campus, and Bon View. Mr. Jenkins shared that the Department forwarded comments to the Airport Master Planner regarding these improvements including substituting 4-way intersections for T-intersections. .

Mr. Jenkins explained that there was notification that there are earmarks associated with Congressman Aguilar and Congresswoman Torres' office in which money may be available for community improvements. The Department submitted an application for 4.5 million dollar dedication for airport beautification and entrance improvements.

The Kimball Ave airport entrance recently experienced a targeted enforcement with the City of Chino regarding trucking activity. There was communication from Threshold Technologies that due to the observed ticketing they were not receiving some of their deliveries. They sent a letter to the City Manager and the City Planner regarding this. There was a recent conversation with

City staff regarding the airport's commercial activity in which the City ensured that there would be no negative impacts to airport operations. The Department has also reached out to these offices and is awaiting a response.

Information Item: Department of Airports Video

Commissioner Canepa shared that she received the economic benefit analysis for the system of airports, but it is slightly outdated. She asked if she may speak with someone regarding the contribution points regarding the different airports and to get more current information.

Mr. Jenkins indicated that studies are currently being undertaken with the Chino Master Plan and can be shared. The information regarding Ontario Airport is what is published in the public record. Commissioner Canepa added that she has put together a list of adjacent industries within aviation and will be working with Mr. Velker on this. She is also working with the projections through the Census Bureau and focusing on what the growing areas are so she is able to direct people to the areas where there will be opportunities in the future.

Mr. Velker suggested that the Department of Airports can help with facilitating career needs with exposure to the community. They can also help businesses on the airport find skilled talent by sharing as a group with an Open House event.

Mr. Ballard added that his son is currently graduating high school. He supports such things as job fairs to share with students what is needed to achieve their goals. He found that students are moving towards learning specified skills at technical schools. He thinks this would be a good place to share information on a career in aviation.

Ms. Gann shared that she created an outline with information on the technical aspect on making the video and how it will be produced with the in-house production process. It also included areas of interest, historical and current missions, economic impacts, career fields, and outreach goals. She also created an on-line form for commissioners to sign up for an airport of their choosing to present on the video. Ms. Gann will ensure all commissioners are sent the outline and the link to sign up for an airport. She asked what the timeline was for this project.

Commissioner Canepa requested that it be completed by the end of the calendar year.

Information Item: Department of Airports – Covid-19 Update

Due to the County moving into the Orange Tier Human Resources has asked that each department make a transition plan for gradually bringing staff back into the office. Ms. Snelgrove reported that there will be rotations of staff in the office so there are fewer employees in the office at one time.

Director's Reports

Capital Improvements

- Chino
 - Building A-550 Administration building remodel – 50% complete – Restroom improvement, pilot's lounge remodel along with access to County hosted public Wi-Fi - Expected completion is the end of June.
 - Construction for Building A-495-560 septic to sewer alignment completion expected to be the end of July.

Board of Supervisors Activity

Mr. Jenkins gave a brief explanation of the three items presented to the Board. The annual renewal for the F-86 static display at Apple Valley Airport which is on loan from the US Air Force, the Planes of Fame license agreement which was amended to allow the event to take place in October and the monthly real estate short-term leases.

Real Estate

Mr. Ballard provided information on some property leasing activity.

- 2 Solicitation of Proposals for Chino Airport – ending final receipt of proposers.
- RFP approved and sent out to the public through the County E-Pro system. This RFP is specific for aeronautical use and is in relation to the Master Plan and will bring in additional revenue.

Financial Report

Ms. Johnson gave an overview of the budget. The Department is at 77% of the fiscal year. Department expenditures are 31% and revenues are 94%. Apple Valley Airport expenditures are at 13% and revenue is 101%. Airports, excluding Apple Valley, have expenditures of 71%. The Department will closely monitor expenditures for the remaining of the fiscal year to ensure that it remains within its budget. Expenditures will be prioritized by emergency status.

Mr. Jenkins added that a Covid-19 Deferment packet has been prepared. It is to be presented to the Board on April 20th. The Department has offset its expenses based on the lack of revenue covered by the Covid-19 deferments. The budget is balanced and there will be money which will go into reserves. An overview of the upcoming budget will be presented at the next commission meeting. Next year the Department has some expenses which are a bit more complex as a salary study for airport managers is underway. This will produce a bit more expenses associated with compensation for the airport managers' positions.

Monthly Report

Assistant Director

- **Admin**
 - Department's presentation to the Equal Employment Opportunity Commission on April 1st.
- **Chino**
 - First internal meeting with HMC, consultant from Ontario for the Chino Perimeter Beautification and Branding project. Larger meeting planned next week with CEO's and CAO's office to set goals.
 - Majestic Realty has begun planning for development of County leased property directly east of the airport. Property is southeast of Flight and Remington Avenue.
 - Film and photo shoot for the new AOA Drivers Training completed April 14th and 15th. Will be viewed at the end of May. Will focus on pilot deviation as well as pedestrian deviation.

Airport Planner

- Research and create new Diversity Inclusionary Program to be implemented department wide.
- Filming new AOA training course.
- Design, budget and coordination of Baker Airport gate and fence.

Chino Airport Operations

Ms. Snelgrove stated that the February operational count was 14,178. Operations are increasing gradually. Tenants are starting to socialize and engage in their regular activities once again.

Miscellaneous

Nothing to Report.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, May 20, 2021 at 10:00 a.m. electronically via Zoom.

Adjournment: Meeting was adjourned by Commissioner Canepa at 11:31 a.m.

Respectfully submitted,

Signature Not Available
Christine Canepa
Airports Commission

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

Signature Not Available
Nicole Leyden, Secretary
Department of Airports