SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
September 23, 2021.

The meeting of the San Bernardino County Airports Commission was called to order at 10:04 a.m. by Commissioner Christine Canepa. Meeting location: Electronically via Zoom.

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

Staff Present:  Department of Airports
Maureen A. Snelgrove, Assistant Director
Adrianna Ortiz, Airport Planner
Erin Johnson, Staff Analyst II
Nicole Leyden, Secretary
Tammy Gann, Communications Officer
Lorraine Davila, Real Property Agent II

Public Participation:
Bob Velker  Chino Development League
Rob Mangold  Visitor, Brother of Mike Mangold
Chuck McCormick  Mead & Hunt Engineering
Harvey Luth  Chino Valley Fire District

Pledge of Allegiance
Led by Commissioner Bagley.

Report on Posting of Agenda:
Ms. Snelgrove stated that the agenda had been posted as required.

Awards, Guest Introductions and Announcements:
Commissioners and guests introduced themselves.

Ms. Snelgrove announced that the Planes of Fame has cancelled their airshow for 2021.

Action Item - Approval of Commission Meeting Minutes, August 19, 2021
Moved by Commissioner Asmus seconded by Commissioner Bagley. The item passed unanimously to approve the commission meeting minutes from August 19, 2021.

Commissioner Reports/Comments
The commissioners thanked Yanks Air Museum for providing a venue for them to meet.

Commissioners recommend having the December commission meeting at Twentynine Palms Airport.

Public Comments
None

Information Item: Chino Airport Traffic Circulation / Right of Way Dedications.
Ms. Snelgrove gave an update on a few projects occurring around Chino Airport. Kimball Avenue is currently closed for construction on the west end up to Euclid. The Department is working with the City of Chino regarding easements as part of the widening. The Department is working with the contractor regarding the Regional Brineline Project to help lessen the impact it has on the airport. This is on Merrill Avenue, from Euclid to Bon View and will last about six to eight weeks. The City of Chino recently informed the Department that there were complications with the survey project regarding the boundary assessment that they are conducting. The Department will be assisting the City in the process of determining the right-of-way around the airport for the City and for the Department of Airports.

Information Item: Department of Airports Video
Commissioner Canepa explained the purpose of the video is to engage the community in understanding the benefits and history of the airports. The understanding of what each airport offers including commerce. Also, to help ensure the future of aviation by educating youth on the many pilot services which are needed including engineers and avionics. Commissioner Bagley shared that he had gone to the Twentynine Palms Historical Society who has a large file with information on the airport.
Ms. Gann stated that all commissioners have received a script with the historical information of each airport that they are presenting as well as the introduction and ending. The portion which needs more information for the narrative is the part pertaining to the economic impact for each airport.

Director's Reports

Capital Improvements
- Chino
  - Pavement Project – Taxiway M – Asphalt removal and replacement.
- Apple Valley
  - Taxiway Reconstruction and Drainage Improvements – Pending final changes to design.
  - Terminal parking lot and Pavement drainage improvement – On temporary hold.
  - Wash Rack – Design finalized. Will go before the Board of Supervisors for approval.
  - Exterior paint – Terminal and maintenance building – Pending estimate from contractor
  - Café exterior and patio improvements – Pending final changes to design.

Board of Supervisors Activity
- Approval for two air conditioning systems. One in Commercial Hangar One at Chino Airport and the other at Barstow-Daggett Airport for the wastewater treatment building.
- Appraisal reports approved for the fee process for Chino Airport and Apple Valley Airport.
- Short-term real estate leases.

Real Estate
- Flo’s Airport Café – Department will proceed with SOP (solicitation of proposal).
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- Hangar A-245 and ramp space – Scheduled to go before the Board in early October.
- Received a letter of interest from a commercial development distribution company regarding leasing land at Barstow-Daggett Airport. They are currently in conversation with Mr. Jenkins and Real Estate Services for a long-term ground lease.

Financial Report
Ms. Johnson gave an overview of the Department's finances. We are at 23% of the fiscal year. Department expenditures are at 14% and revenues are at 19%. Apple Valley Airport expenditures are at 13% and revenue is at 7%. Tax revenue is expected in late October, January, March, and May. The Department will monitor for the disbursement of tax revenue and will report it accordingly. The Department is preparing for the participation in the CSA 60 (County Service Area 60) audit of Apple Valley Airport. An outside records review will occur on September 27th. During this period policies and practices will be reviewed. Once the audit is concluded the Department will be provided with financial statements and other documents to support the continued financial practices of Apple Valley Airport. For the remaining airports expenditures are at 40%, which are slightly higher than expected due to the purchasing of the two air conditioning systems. Revenue for these airports is at 16%. County fees will be reviewed over the next few weeks which will determine if any adjustments will be made to the County fee ordinance.

The Department is also preparing for the first quarter budget adjustments by reviewing the budget and upcoming projects to show adequate and appropriate funding. The Department will continue monitoring the budget and prioritizing expenditures by emergency status or impact to health and safety.

Ms. Snelgrove added that the cost of the two air conditioning systems will be covered by the Department's reserve funds. In addition to these expenses, we will be moving forward with Phase Two of the Chino Administration Building. These are modifications which will be made to the building to accommodate the finance and administrative staff to be relocated from San Bernardino to Chino.

Monthly Report

Assistant Director

- **Admin**
  - Chino Airport Manager and Apple Valley Manager recruitments have been extended until September 24th. Interviews scheduled to start in October.
  - Operations Tech I recruitment currently open.
  - Met with County Museum for the coordination of the exhibit space at Apple Valley Airport. Planning a central exhibit in the terminal which will be somewhat interactive. This will be budgeted in the next budget cycle.
  - County Leadership Vision Conference – included presenter from Amazon web services who spoke about team building and the process of developing ideas.

- **Chino Airport**
  - Working sessions for the Chino Beautification and Branding effort. These will conclude soon and then will be presented to the CEO and Chairman.
  - Real Estate Services had a meeting regarding a new cell tower placement for AT&T along the south border of Chino Airport near the Verizon cell tower.

Airport Planner

- IT coordination for Wi-Fi, software, and system updates including repair of the digital sign at Chino Airport.
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- Working with the City of Chino and the City of Ontario on development projects around the airport.

Chino Airport Operations
The operation numbers for August 2021 have fallen between 2018 and 2019 and July was just under the 2018 numbers. The airport is very busy, and the operation numbers continue to rise.

Other Business
Ms. Snelgrove shared an update which was received regarding the Johnson Valley Shared Use Area. There will be a temporary closure to the public beginning October 22, 2021 through November 1, 2021 for the Marine Corps to conduct critical military training in the area.

Date, Time and Place of Next Meeting
The next meeting will be held on Thursday, October 21, 2021 at 10:00 a.m. electronically via Zoom.

Adjournment: Meeting was adjourned by Commissioner Canepa at 11:06 a.m.

Respectfully submitted,

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Signature Not Available          Maureen A. Snelgrove, Assistant Director
Christine Canepa
Airports Commission

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Signature Not Available          Nicole Leyden, Secretary
Nicole Leyden, Secretary
Department of Airports

Department of Airports