

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
OCTOBER 22, 2015.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Mark Taylor. Meeting location: Chino Airport: 7000 Merrill Ave, Bldg. A-340 Chino, Ca 91710.

Commission Members Present:

Mark Taylor
Jim Bagley
Bob Cable
William Smith
Larry Asmus
Ray Marquez
Roy Cox

Commission Members Absent:

Staff Present:

James E. Jenkins, Director of Airports
Terry Stover, Asst. Director of Airports
Cyle Woodruff, Airport Operations Manager
Nicole Leyden, Secretary I
Thomas Toepfer
Carrie Hyke

Department of Airports
Department of Airports
Department of Airports
Department of Airports
Real Estate Services
Special Districts

Visitors Present:

Chuck McCormick
Bob Velker
Tom Bressan
Doug Crowther

Mead & Hunt
Chino Airport Tenant
Threshold Aviation
Threshold Aviation

Pledge of Allegiance:

Led by Commissioner Marquez.

Report on Posting of Agenda:

James E. Jenkins stated that the agenda had been posted.

Awards, Guest Introductions and Announcements:

Guests introduced themselves.

Action Item - Approval of Commission Meeting Minutes

A motion was carried by Commissioner Smith, seconded by Commissioner Cox and passed to approve the commission meeting minutes from September 24, 2015.

Information Item – Apple Valley Airshow, October 10, 2015 in Review

Mr. Stover pointed out a couple photos of the airshow in the commissioner binders. He then continued to share some statistics about the airshow. There were 5,570 adult attendees and 9,752 kids. There were 167 VIP attendees in the VIP tent and 200 vendors/volunteers/staff. The total estimated attendance is 15,689. There were performances by Planes of Fame, RC Flyers, Just in Time Skydivers, Tumbling Bear, Sammy Mason, Mike

Mangold, John Collver, and Dr. D's Old Time Aerobatics. Some static displays were the CHP fixed wing and helicopter, and the sheriff's helicopter. We had planes from Midfield Aviation, an AN2 Colt from Cable Airport, a CJ6 Nanchang, and a C47 and B51 from the Palm Springs Air Museum. We also had a B25, P34, T28 and about 20 other various aircraft. There were 17 food vendors, 17 retail vendors, 9 volunteer groups, and 9 sponsors. The Apple Valley Kiwanis provided breakfast for all the volunteers. The Apple Valley Airport bought food for our volunteer lunch and it was cooked and served by the local EAA. We had Traffic Control Management for parking, a fire truck from Apple Valley Fire Protection, an AMR ambulance, and Apple Valley Police. There were only 3 emergencies responses; two medical and one commercial fire incident.

Mr. Stover was asked if there was a fire extinguisher at each vendor's booth. Mr. Stover replied that he believed that having one is part of the vendor's requirements for having a health permit.

Commissioner Taylor shared that public feedback expressed that they were very pleased with the airshow traffic control this year.

Commissioners Reports/Comments:

The Commissioners were impressed with performances at the Apple Valley Airshow and said that everyone involved did a great job.

Commissioner Cox shared information that he received through the EMS organization in which he belongs to. An individual was sentenced to a 5 year prison term for using a laser pointer on a Fresno police helicopter. He stated that this has been a problem for all aircraft and it's nice to see someone arrested and convicted for this crime.

Public Comments:

There were no public comments.

Director's Reports

Capital Improvement Program

Carrie Hyke shared that the FAA identified hotspots, signage, areas with microwavable fusing, and J-Hangars at Chino Airport are our next projects. Also there will be a drainage study.

At Apple Valley Airport runway 18/36 turned into a construction project. She is meeting with FAA in a couple weeks regarding funding for this.

There will be a drainage study for Needles Airport

Twentynine Palms Airport has a fire suppression problem which is preventing individuals from being able to build hangars there. There is no steady source of fire suppression.

Mr. Jenkins was asked if the drainage ditch on the north side of Merrill is Chino Airport's responsibility.

He responded that it is the responsibility of the City of Ontario.

Mr Jenkins briefed us on a pending project. We conveyed an application to the FAA to contemplate a non-aeronautical release of property on Chino Airport in the northeast portion of the airfield. It was a 47 acre parcel which has since turned into a larger area now over at Grove and Kimball. A Fed Ex development group wants to develop a package handling facility here in

connection with a county parcel that they are buying in the north east portion of the airport across the property line. They don't have enough parking for the containers for their operation so they made a proposal to improve a parcel that we have just for drainage management. We would gain by eliminating a wildlife habitat issue. Also it would be improved by the drainage being put into a box and that area would be leveled and paved.

The FAA has agreed that there is no future need programmed for aviation for that parcel. The application is pending and we will be submitting an amended application for the 32 acres which is the drainage parcel. Mr. Jenkins said that it looks promising that it will get approved. This will be a 1.4 million dollar annual revenue for us. He also shared that we will continue to keep 300 acres of developable acreage and 100 acres of re-developable acreage for aviation purposes.

Mr. Jenkins briefed us on short-term Capital projects we have. There is the reconstructing of the pavement on the northwest ramp area we which we will be moving forward with and pay for ourselves. It is an improvement of the Yanks Air Museum complex parking area, Two other projects are the Kimball Ave storm water conveyance and drainage intake project associated with the Aero Trader complex.

Mr. Jenkins provided information on a previous pending Capital project regarding ponds that are associated with the fire suppression for the Commercial Hangar complex. This is a dedicated well that fills the tank which keeps the ponds topped off. Since the water table has dropped we were pumping sand. In July a motor was replaced that failed due to being bound up with sand. During the 6 week period that we were not using it it was able to recharge, but as soon as we overcame the recharge we were down to a dry well again. A design engineer is going to design a tie-in which will allow us to keep the ponds topped off and keep up with evaporation. We will probably be getting evaporative restricted balls also.

Board of Supervisors Activity

We took the airshow as an event as a separate item to the board. This is not required because we take our budget to the board. County Counsel did not agree last year, so we took a proactive approach and took it to the board and had it approved. Everything taken to the board in regards to the airshow had been looked at much differently than in the past and we were asked to make many modifications.

For about 12 years we have executed agreements to use the land next to the airport for parking. County Counsel informed us this year that according to code we were not allowed to rent property and that we had to take it to the board for approval.

Real Estate

Thomas Toepfer shared the recent real estate activity. We are in the process of vacating Commercial Hangar 2. A draft lease has been prepared for Executive Jet Maintenance. They might have the ability to develop further sites also. He stated that 25-30 leases were processed.

Financial Report

Twenty-nine percent of the year is where we are right now. We've generated 28 percent of expenses and 22 percent of budget. We have a pending reimbursement from plume charges which is 1.362 million dollars that we are waiting for. There are 2 lease agreements that have not produced. One is the Mooney lease agreement. The other one is with Yancy Enterprises relocation from Rialto. We expected that revenue in August and it's not yet started.

Our settlement agreement with Threshold is done on paper, but we still have several other things that we have to do as a landlord to repair and maintain the hangar. Threshold also would like to do some modifications in the FBO facility and do some improvements in Hangar 1.

Tom Bressan from Threshold confirmed that all the repairs that were required to be done have been completed. He mentioned the air conditioner is not working, unfortunately. He stated that

the business is the best it's been in 3 years and that they've hired 10 new employees.

Mr. Jenkins stated that next month we will produce a delinquency report. This month we've sent two tenants to County Council, although one ended up paying this week before it went to pay or quit. Some late charges are still owed by some others. Alliance International Aviation has a lease agreement to extend their lease term beyond a hold over status into a term, but they have not executed it, although they have been paying a settlement agreement of \$1,000 a month for 3 years now.

Monthly Report

Mr. Woodruff shared that he attended the Kimball Ave flooding meeting at the City Manager's office. Issues were discussed regarding preventing flooding on Kimball Ave during rain storms. Meeting attendees then visited the south side of the field. They discovered that after the recent rain that there was no indication that there was any water shed from the airport reaching Kimball Ave. The mitigation efforts and the tension pond are working. Maintenance had cleared the debris from the pond.

Mr. Woodruff has been visiting all of our airports to become familiar with them. He will continue to do site visits monthly.

Mr. Stover stated that Mr. Woodruff has been working out great and he plans on having Mr. Woodruff do a lot more airport inspections.

Mr. Stover shared that all the repairs have been made after the recent vandalism at Baker Airport. The cost was \$4,500, of which half was for materials. The other half was for labor cost for our staff that spent 3 days making the repairs.

At Twentynine Palms Airport there is a huge tetrahedron which had some damage and is disassembled at the moment. There is a trailer on the end of the NOTAM on the Super AWOS stating that it is out of service. Also, maintenance staff has completed the necessary repairs on the AWOS automatic radio check.

Mr. Stover reports that we make regular maintenance checks on all of our outlining airports. We have done this for about a year since we don't have staff out there. Maintenance staff does regular inspections then reports back to supervisors letting them know if anything specific needs attention. If there is anything that needs to be taken care of the supervisor will schedule it to get done.

Mr. Jenkins pointed out that we are in the budget cycle for next fiscal cycle and that staff is doing our fee evaluation process. He said that we are not expecting anything significant to come out of it. Our fees for permits, T-hangars, and tiedowns are based on market analysis and being competitive. Our goal is to increase our revenue stream through the use of new property and to keep the existing property maintainable through the fees that are generated for them. We will although triage our approach to water pertaining to our bigger stakeholders. The board asked for justification of the \$47 water fee and a \$47 sewer fee for our tenants who have water and sewer hook-ups on a commercial basis. We will need to come up with a formula to see what those fees should be. We may sub-meter some tenants for water and base the fees on industry standards.

Mr. Jenkins explained that a goal we have is to start our Minimum Standard process. This will probably be a 2-3 year process. We plan to get our committees established this fiscal cycle and gather the information so that we can develop Minimum Standards. They will be different for each airport in our system of airports.

Mr. Jenkins said that another focus is staff development. We're down from 30 staff members four years ago to 20 now. Supervision, continuity, getting things accomplished, and getting information back from the field to upper management has been difficult. Things are being overlooked at the outlining airports and not being reported to supervision.

Mr. Jenkins advised us that the conference room which we have our commission meetings in (in building A-340) and our maintenance facility at Chino Airport will be leased to an aviation business for their expansion. Threshold, the museum, and some of our other tenants have offered us space to have meetings.

The status of the plume was inquired. Mr. Jenkins stated that we are waiting for 1.362 million dollars to be paid back to the department that we have spent on the plume. We have 1.4 million dollars in reserves that may also have to be used to fund the plume project. We have completed our on-site investigation and its migration. We then submitted a report to the state stating that we have no binding agents in the soil which are continuing to contribute to the groundwater contamination. Once the state says that they agree with us then we will be in the mitigation phase and we will only have 60 days to offer a solution after that. Our order, although does not have a feasibility analysis with a list of all the principle responsible parties historically which can be named in a future lawsuit. The board said that they will modify our order to give us a feasibility analysis window.

Mr. Jenkins was asked about the bond payment. He said that we will pay the \$565,000 at the end of the fiscal cycle.

Mr. Jenkins was asked about the airport land use plan. Our airport master plan for Chino Airport is in draft form and remains in draft form because certain narratives gave us exposure to a potential lawsuit. We do have this lawsuit against us. A response has been prepared for that lawsuit and the narrative will be updated.

Chino Airport Operations

No information at this time

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, December 3, 2015 at 10:00 a.m. at Cable Airport, 1749 West 13th St. Upland, Ca 91786.

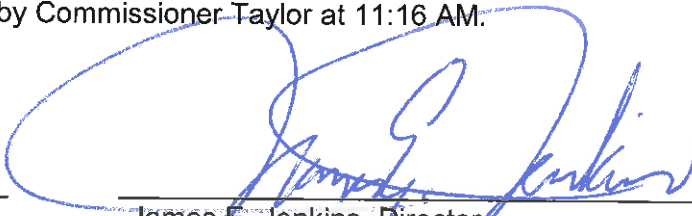
Adjournment: Meeting adjourned by Commissioner Taylor at 11:16 AM.

Respectfully submitted,



Mark Taylor
Airports Commission Chair

Bob Catz



James E. Jenkins, Director
Department of Airports



Nicole Leyden, Secretary I
Department of Airports