

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
SEPTEMBER 22, 2016.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Bob Cable. Meeting location: Airports Administration: 777 E. Rialto Ave San Bernardino, CA 92415

Commission Members Present:

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

Commission Members Absent:

Staff Present:

- Terry Stover, Assistant Director
- Cyle Woodruff, Operations Manager
- Gailyn Watson, Secretary
- Steve Mintle

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

Visitors Present:

- Carl Scholl
- Deana Olivares-Lambert
- Sid Robinson
- Steve Lambert
- Henry Nickel
- Bob Velker
- Chuck McCormick
- Diyao Chen (Katherine Kolcheng)

- Aero Trader
- The 20/20 Network
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- Chino Development League Representative
- Mead & Hunt
- Representative from District Supervisor Hagman's Office

Pledge of Allegiance

The pledge was led by Commissioner Ray Marquez.

Report on Posting of Agenda

Mr. Stover confirmed that the agenda had been posted, as required.

Awards, Guest Introductions and Announcements

Guests introduced themselves and provided their connection to the Department of Airports.

Action Item - Approval of Commission Meeting Minutes

A motion was carried by Commissioner Cable, seconded by Commissioner Asmus and passed to approve the commission meeting minutes from August 25, 2016, with a correction to the first page to state that the meeting was called to order by Commissioner Cable.

Commissioner Reports/Comments

The commissioners had no reports or comments stating that all is going well.

Public Comments

Carl Scholl of Aero Trader, at Chino Airport, commented that they now have the new lease for added ramp space in place and asked for an update on progress that is being made to their newest hangar lease space. Cyle Woodruff stated that it is moving forward. The weeds have been cleared from behind and around the facility and Department of Airports is currently working with Project Management to ensure any structural items are taken care of.

Information Item: Mooney Update

Steve Mintle relayed that there is a meeting scheduled for October 4, 2016 to meet with the new Chief Executive Officer, mainly for introduction purposes. Last week Mooney's request for a new sublease for both commercial hangar #1 (F-330) and commercial hangar #2 (F-340) was presented for review and is currently under advisement.

Director's Reports

In Director Jenkin's absence, while attending a Chino Plume meeting, Mr. Stover provided information under the Director's Reports.

Capital Improvement Program

Mr. Stover relayed that he did not believe there were any new occurrences, as related to the Capital Improvement Program, since the last meeting. He did confirm that we did obtain the grant for the pavement in the northwest quadrant at Chino Airport, which includes the area surrounding the B quadrant hangars.

Board of Supervisors Activity

We received the Board authorization to conduct "Apple Valley Airshow 2016". Mr. Stover stated that flyers and information regarding the airshow are available to anyone attending today's meeting.

He also referred to the report regarding the previously mentioned grant award being accepted by the Board for the pavement improvements at Chino Airport in the amount of \$3,914,100.00.

Real Estate

Steve Mintle stated that four Solicitation of Proposal's (SOP's) were completed. Two were for agriculture parcels at Chino Airport, the only proposals received were from Superior Sod and lease agreements, approved by County Counsel, have been mailed out. One was for building B-350 at Chino Airport and includes some adjacent ramp space. There were three proposers. All three were provided interviews, with the selection committee selecting an existing tenant, Stephen Stinis of Navion Customs. Navion Customs has obtained a great deal of insurance work for aircraft in various stages of repair, from the previous tenant, Aircraftsman. That lease was also approved and sent out yesterday for signature. The fourth SOP was for the café at Apple Valley Airport, with only one proposal received, from 3rd Generation Taco. They have been in existence for two years and offer a unique menu with prices that are believed to be a better fit for the area. We are hopeful for better success this time around. Mr. Mintle added that

a new lease was fully executed for the Midfield Aviation facilities, at Apple Valley Airport, that had reverted back to the County.

A discussion ensued regarding the history of the Apple Valley Airport café's with best wishes expressed for the new leasehold. Mr. Stover commented on the need for a low overhead to successfully operate in that location and stated that the new leasehold is a family operated business, which helps meet that need.

Financial Report

Mr. Stover stated that financial reports were handed out, not included in the binders, for their review. We are at 22% of the fiscal year, at this point, and for the most part our numbers are under the 22%, with the exception of the insurances, which are paid out entirely at the beginning of the fiscal year. He stated that he would be happy to try to answer any questions. He also relayed information regarding a recent microburst at Needles Airport which caused significant damages throughout the airport. He said that we do not have the cost amounts completed at this point, but will show up on later reports. Risk Management is currently involved in the damage assessment process. Commissioner Marquez asked for confirmation that the Bond for the commercial hangars has been met. Mr. Stover confirmed that the final monies owed were split into two payments, one last fiscal and the final one is programmed for this fiscal.

Monthly Reports

Mr. Stover stated that the main point of interest on both Cyle Woodruff's and his monthly reports would be their attendance to the Association of California Airports (ACA) Conference. Also in attendance was Chuck McCormick, with Mead & Hunt. Mr. Stover stated that if not the best, it is definitely one of the best airport conferences for airport management. There were very good sessions regarding grants and entitlements and overall, it was a very worthwhile conference. Mr. Stover was on the Board of Directors for the ACA, but stepped down due to his upcoming retirement next year. Mr. Woodruff was nominated, but the position went to Gary Gosliga the Airport Director for March Joint Powers Authority at the March Air Reserve Base in Riverside. Although we do not have a current seat on the board, he and Cyle will remain involved until Terry's retirement and Cyle will continue on. Mr. Woodruff commented that this was his first time to attend the conferences in Tahoe and felt the sessions were very informative, as well as giving him an opportunity to meet many of the members. He feels that meeting a number of the folks up there was beneficial as he takes a more active part in the process of obtaining grants. He is also hopeful that once he becomes known, he will be able to take a seat on the Board to represent San Bernardino County. Mr. Stover pointed out that the agenda for the meeting is in the binders and shows the different topics that were covered.

Chino Airport Operations

So far this year the operations have been holding steady, better than the last two years and looks good overall.

Mr. Stover reported that while driving down from Apple Valley this morning he received a phone call advising him that there had been a gear up landing on Runway 8 at APV, with two souls on board and no injuries or damages to the airport reported.

The Commissioners asked for an update regarding understaffing at the airports. Mr. Stover provided a brief update on the four positions that have recently been vacated and which positions are currently being advertised for recruitment. Interviews are being held for the Staff Analyst position and testing for the Worker I position has been completed with interviews being

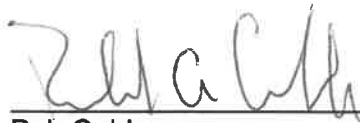
scheduled soon. The Worker II is intended to be a promotional opportunity, though it is advertised throughout the county. Then, hopefully the timing will be such that the same list used to replace the first Worker I position will be utilized to interview for the second Worker I position.

Date, Time and Place of Next Meeting

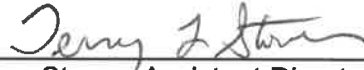
The next meeting will be held on Thursday, October 27, 2016 at 10:00 a.m. at Chino Airport, Planes of Fame (Maloney Hangar) 7000 Merrill Avenue, Chino, CA 91710

Adjournment: Meeting adjourned by Commissioner Cable at 10:31 a.m.

Respectfully submitted,



Bob Cable
Airports Commission



Terry Stover, Assistant Director
Department of Airports



Gailyn Watson, Secretary I
Department of Airports