

AGENDA
AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY

February 28, 2019, 10:00 A.M.

Twentynine Palms Airport
78569 Twentynine Palms Hwy.
Twentynine Palms, CA 92277

1. Call To Order – Chairman James Bagley

Larry Asmus, Valley At Large, Vice Chair	_____
Jim Bagley, Desert at Large, Chair	_____
Mark Taylor, First District	_____
Christine Canepa, Second District	_____
William Smith, Third District	_____
Ray M. Marquez, Fourth District	_____
Roy C. Cox, Fifth District	_____

2. Pledge of Allegiance

3. Report on Posting of the Agenda

4. Awards, Guest Introductions and Announcements

5. Action Item: Approval of Commission Meeting Minutes, January 24, 2019

Motion:

Second:

6. Commissioner's Reports/Comments

7. Public Comments

Visitors are requested to make comments or ask questions only on those items not identified in the agenda.

If there are questions concerning an agenda item, please wait until that item comes before the Commission. There is a 5-minute time limit per visitor.

8. Information Item: Possessory Interest

9. **Director's Reports**

- **Tab 1 Capital Improvement Program**
- **Tab 2 Board of Supervisors Activity**
- **Tab 3 Real Estate**
- **Tab 4 Finance**
- **Tab 5 Monthly Reports**
- **Tab 6 CNO Operations**
- **Tab 7 Miscellaneous**

10. **Time and Place of Next Meeting:** March 28, 2019, 10:00 a.m. – Department of Airports—777 East Rialto Avenue, San Bernardino, CA 92415

11. **Adjournment**

THE MEETING FACILITY IS ACCESSIBLE TO PERSONS WITH DISABILITIES. IF ASSISTIVE LISTENING DEVICES OR OTHER AUXILIARY AIDS OR SERVICES ARE NEEDED IN ORDER TO PARTICIPATE IN THE PUBLIC MEETING REQUESTS SHOULD BE MADE THROUGH THE SAN BERNARDINO COUNTY DEPARTMENT OF AIRPORTS AT LEAST THREE (3) BUSINESS DAYS PRIOR TO THE MEETING. THE DEPARTMENT OF AIRPORTS TELEPHONE NUMBER IS (909) 387-8810 AND THE OFFICE IS LOCATED AT 777 EAST RIALTO AVENUE, SAN BERNARDINO, CA 92415-0831.

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
JANUARY 24, 2019.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Jim Bagley. Meeting location: Department of Airports – 777 East Rialto Avenue San Bernardino, Ca 92415

Commission Members Present:

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

Commission Members Absent:**Staff Present:**

James E. Jenkins, Director
Maureen A. Snelgrove, Assistant Director
Nicole Leyden, Secretary
Steve Mintle

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

Visitors Present:

Christian Guntert
Steve Lambert
Bob Velker
Chuck McCormick
Doug Crowther
Robert Freeman
Joe Ascenzi

1st Dist. BOS Representative
The 20/20 Network
Chino Development League
Mead & Hunt
Threshold Aviation
Attorney
Guest

Pledge of Allegiance

Led by Commissioner Bagley.

Report on Posting of Agenda:

Maureen Snelgrove stated that the agenda had been posted as required.

Awards, Guest Introductions and Announcements:

Guests introduced themselves.

Action Item - Approval of Commission Meeting Minutes, December 6, 2018

Moved by Commissioner Smith seconded by Commissioner Asmus. The item passed unanimously to approve the commission meeting minutes from December 6, 2018 with noted additions.

Commissioner Reports/Comments

Commissioner Marquez apologized for his recent absences as he is trying to work out his schedule. He is involved with several organizations including Metrolink and Sandbag.

Commissioner Bagley stated some unresolved issues at Twentynine Palms Airport. The entrance gate is not fully functional and is stuck open due to a failed bearing. Also furniture has not been delivered and three very strong smelling air fresheners were placed in the pilot's lounge.

Public Comments

Mr. Velker gave an update on Chino Development League building the approved two dozen hangars at Chino Airport. They are moving forward and currently going into the review process with the City of Chino.

Mr. Freeman introduced himself as the attorney representing Yanks Air Museum, et al. in a lawsuit against Planes of Fame.

Commissioner Bagley explained that since the commission is subject to the Brown Act that they are unable to respond to the litigation.

Director's Reports**Capital Improvement Program**

Ms. Snelgrove shared that there is now an assigned Project Manager to the Department who is actively moving forward on a number of projects.

Kimball drainage issues - Project moving forward in partnership with the City of Chino and expected to be under construction by this time next year.

Board of Supervisors Activity

Nothing to report during this time period.

Real Estate

Mr. Mintle pointed out that he is currently working on about 40 leases which are due for renewal.

An SOP was completed for the hangar which Chalk 2 occupies at Apple Valley Airport. They were the only proposer so a lease was prepared with Chalk 2 for a 3-year term.

Chino Airport space B295 - He is working through an SOP finalizing the lease.

Port-a-ports relocating from Bracket Airport - 12 leases completed.

Chino Airport Building B340 – working with 18 tenants on renewing short term leases.

Financial Report

Ms. Snelgrove stated that our Staff Analyst position is still vacant so there is currently no finance report. Department revenues are still coming in on target, although expenditures are a little high due to addressing several maintenance projects. The Department has enough money in reserves to cover these expenditures, though.

Monthly Reports

Ms. Snelgrove presented her monthly report.

Chino – Inspections of T-hangars and port-a-ports. Over fifty percent complete.

Maintenance Care – Updated to separate the desert airports from Chino and Apple Valley. This is to make it more user-friendly for the public to input items that need to be addressed.

Chino Remediation Project (Chino Plume) – Drilling and testing has been completed and moving forward to the next phase.

The background check is still underway on the person hired for the Chino Airport Manager

position. Once that person is in position then Ms. Snelgrove will be able to assist with coverage at Apple Valley Airport more often.

The salary range for Airport Manager will be reviewed and when it is complete the Department will accept applications for the position of Apple Valley Airport Manager.

Chino Airport Operations

The total annual operations count is 190,401 without December's numbers, so we will exceed 2017's count once those are added.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, February 28, 2019 at 10:00 a.m. at Twentynine Palms Airport 78569 Twentynine Palms Hwy, Twentynine Palms, Ca 92277

Adjournment: Meeting was adjourned by Commissioner Bagley at 10:20 am.

Respectfully submitted,

Jim Bagley
Airports Commission

James E. Jenkins, Director
Department of Airports

Nicole Leyden, Secretary I
Department of Airports

Closed Session

Potential Litigation – Lease Related

No reportable action.



Interoffice Memo

DATE: February 22, 2019

PHONE: 909 387-8810

FROM: **JAMES E. JENKINS**
Director of Airports

MAIL CODE: 0831

TO: **AIRPORT COMMISSIONERS**

SUBJECT: **BOARD OF SUPERVISORS ACTIVITY – JANUARY 19, 2019 – FEBRUARY 22, 2019**

APPROVED BOARD AGENDA ITEMS			
DATE	ITEM #	SUBJECT:	RECOMMENDATION(S)
1/29/19	24	CHINO AIRPORT GROUNDWATER REMEDIAL PROJECT AND INTERIM REMEDIAL ACTION PLAN	<ol style="list-style-type: none">1. Adopt the Mitigated Negative Declaration for the Chino Airport Groundwater Remedial Project as prepared for the Draft Interim Remedial Action Plan for the Chino Airport, in response to Santa Ana Regional Water Quality Control Board (SARWQCB) Clean-up and Abatement Order No. R8-2017-0011.2. Approve the Draft Interim Remedial Action Plan for the Chino Airport and authorize submittal with the related work plan to SARWQCB.3. Direct the Clerk of the Board to file a Notice of Determination

INTEROFFICE MEMO



DATE: February 28, 2019
FROM: JAMES E. JENKINS, Director
 Department of Airports
TO: AIRPORT COMMISSIONERS

PHONE: 387-8810
MAIL CODE: 0831

SUBJECT: PROPERTY LEASING ACTIVITY

The following is a summary of current property leasing activity.

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
1	CNO	A-335 Inland Valley Aviation	Approx. 10,000 sq. ft. hangar	Fee Ordinance \$0.17 cents a sq. ft.	Tenant continues to pay rent and additional \$1,000 a month towards past due amount. RESD preparing new agreement for tenant signature. A new County revise revenue lease has been prepared (1/8/18) and will be submitted to tenant upon approval by county counsel. Lease submitted to tenant week of 4/16/18. Revised lease with county counsel 9/18/18 to be submitted to tenant upon counsel approval. RESD submitted revised agreement to tenant January 2019.
2	CNO	Yancey Enterprises Hangars A-480 & A-485	Both consist of 6,840 sq. ft. hangar 1,710 sq. ft. shop	\$0.28 cents sq. ft. hangar & shop	Permits issued from City of Chino Tenant Improvements have begun week of 8/14/17. Tenant has truck loads and truck loads of items being delivered for business as of 1/18/18. Tenant has issues with contractor trying to obtain a certificate of occupancy as of 8/14/18. Tenant continues to have issues with obtaining a CofO as of 2/14/19.
3	CNO	R&R Properties	5.97 acres	To be proposed	Tenant removing structure as required by lease. Tenant obtaining Permits to relocate Modular unit for retail sale of Sod. Tenant not able to obtain permit, looking for alternative office space at Airport as of 2/1/17. RESD/Airports to discuss with tenant making this location work for future retail operations. Tenant has Use Permit at A-310 for space conducting retail sales off Merrill Avenue. RESD/Airports advised tenant (June 2017) to proceed with obtaining permit for Kimball location as A-310 is short term solution. Tenant advised with certain modification tenant may secure a permit for modular unit at site. As of 1/17/18, Tenant working with City of Chino regarding permit for modular unit to

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					be located on site to conduct retail operations. AS of 9/18/18, tenant still working through City of Chino to obtain permit for retail sale off Kimball Avenue. Tenant indicates they have hired an Architect and are close to obtaining a Certificate of Occupancy on this location to conduct their SOD retail operations as of 2/14/19.
4	APV	Terminal Building	Approximately 200		FAA has requested the office space for conducting business. FAA is preparing the lease for the County to review as of 7/16/18. FAA and County negotiating final terms and conditions for office lease. Lease should be fully executed prior to 12/31/2018. Lease fully executed December 2018. Tenant has requested for minor modifications and airports to review and approve as of 2/14/19.
5	APV	Chalk 2	13,200 square foot hangar	Approximately \$0.225 per sq. ft.	Tenant has requested a lease extension. Airports has requested RESD prepare a lease extension. Tenant has two year option which has been exercised and agreed to by all parties. Lease has been extended through November 30, 2018. RESD preparing SOP for this facility as of 8/15/18. SOP commenced on 9/21/18 through October 23, 2018. RESD received only one written response from current occupant Chalk 2. RESD will proceed week of 12/3/18, with preparing a new lease agreement for three year term. Lease submitted to tenant week of 2/11/19 for review and execution.
6	CNO	R & R Properties	Approximately 148 acres, land area for cultivating sod	Approximately \$4,010 a month	RESD to commence negotiations with existing Sod farmer to extend term an additional three-years with right to terminate on 120 days notice. RESD prepared lease counsel approved week of 8/6/18 and lease submitted to tenant for review and signature week of 8/13/18. Additional modifications requested by counsel regarding Plume, lease to be resubmitted to tenant for review and approval upon counsel approval and addition of additional language as of 2/14/19.
7	CNO	Parcel B-305	5.40 acres of developable land	\$0.07 cents a square foot	SOP was issued on February 21, 2017 with proposals due April 7, 2017. RESD/Airports received one

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					<p>proposal to develop parcel. Proposal has been submitted to various staff for review and comments week of 4/10/17. SOP processed, one proposal received. RESD to prepare lease agreement for Chino Development League. As of 1/18/18, County Counsel has reviewed and provided comments to development lease agreement. RESD to submit to tenant after incorporating counsel changes. Revised document provided to tenants attorney week of 2/12/18. RESD provided final agreement to tenant week of 3/12/18 for review and signature. Lease executed by tenant and county counsel and will be submitted for Board consideration on June 26, 2018. Lease fully executed as of June 26, 2018. Tenant pursuing permits through City of Chino Building and Safety Department as of 2/14/19.</p>
8	CNO	Port a Port Tenants	Approximately 60 spaces	Fee Ordinance Very based on size	<p>RESD has prepared Use Permits for all port-a-port tenants as in the process of having all agreements executed as of August 18, 2018. All agreements have been executed 10/22/18. A few port a ports have been sold and RESD is preparing new agreements as of 2/14/19.</p>
9	CNO	SBCADG	Parcel B-199	Groud Development Fuel Farm	<p>RESD/Airports has been working a significant amount of time to amend the lease for this prior development agreement. Tenant has requested to modify Use Provision, along with adding space, adding additional modular units and other options he is entertaining. RESD was waiting to move forward with amendment until all agreed to items with RESD and Airports has been agreed to. RESD is moving this item forward with only the revised Use Provision. Amendment is with County Counsel for review prior to submission to tenant as of 3/12/18. Counsel has reviewed and approved. RESD has submitted to tenant and will meet again with tenant on August 15, 2018 to discuss the amendment. As of 9/19/18 tenant has issues with terms of amendment and negotiations have been put on hold. Tenant has provided notice of intentions not to proceed with executing amendment for lease modifications as of 10/30/2018. RESD met with tenant regarding amending lease to add</p>

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					additional Use Provision as of 2/14/19.
10	CNO	Various Individual Hangar Facilities in B-340	Building B-340		RESD is working with approximately 18 tenant on renewing their short term lease by an additional two years. Approximately 12 agreements are in some stage of negotiations with an additional 6 expiring within the next three months as of 2/14/19.
11	CNO	AvSource LLC Hangar A-490	8,000 square feet		SOP prepared an issued on 3/12/18 through 4/13/18. RESD has received three proposals and establishing review committee week of 4/23/18. Selection Committee has selected AV Sources to negotiate a lease with. Proposer is a aviation maintenance and repair business. Lease submitted to tenant for review and signature week of 7/16/18. Lease fully executed as of 8/6/18. Tenant trying to secure additional ramp space for aircraft parking as of 10/1/18. Tenant has determined that the space does not meet his needs and that he may need to vacate as of 11/27/18. RESD may have to prepare an assignment of lease prior to 2/1/19.
12	CNO	Advantage Aviation	Ramp Area 22,893 square feet	\$687.00 a month	RESD has prepared and county counsel reviewing lease as of 9/18/18, for submission to tenant for execution for ramp space east of hangar A-240. Lease submitted to tenant week of 10/22/18. RESD following up on agreement week of 2/11/19. Tenant has requested additional space and wants to modify Use Provision to add an additional Business as of 2/11/19.
13	APV	3 rd Generation Tacos	Approximately 1200 square feet for café in terminal building		After meeting with tenant to discuss past issues and concerns, RESD and Airports have agreed to prepare a new short term lease agreement for tenant to continue his operations at Apple Valley Airport. As of 7/1/18, tenant delinquent on monthly rent, RESD/Airports to put tenant on notice and next violation the lease may be terminated. As of 2/14/19, RESD/Airports considering termination of lease for continued late payments of monthly rent and utilities.
14	CNO	SOP hangar B-295	10,000sq. ft. hangar 1,500 sq. ft. office	Proposed \$4,319.00 per month	The SOP has been issued with proposal due no later than May 22, 2018 at 4pm. RESD/Airports has received five written proposals for evaluation prior to the May 22, 2018

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					proposal deadline .A recommendation has been presented to Airports. One of the four other proposers has filed an appeal of the recommendation. Airports to review appeal and advise. Initial SOP has been terminated and a new SOP has commenced as of September 14, 2019 through October 15, 2018. RESD has received 8 proposals prior to the submission deadline of October 15, 2018. Committee being established for proposal presentations. Committee heard proposal presentations on 10/30/2018 and have made a selection and recommendation to Airports. RESD has provided written notifications to proposers and is moving forward with lease preparations for San Bernardino County Aviation Development Group as of 11/16/2018. RESD has prepared lease and submitted to county counsel for review week of 12/17/18. RESD/Counsel have approved draft lease, however, agreement on hold as of 2/1/19.
15	CNO	Threshold Technologies Ramp Area	30,000 square feet approximately	TBD	RESD preparing a short term lease for aircraft parking on the northside of the airfield as of 11/27/2018. RESD to follow up with tenant regarding ramp area as of 2/1/19.
16	CNO	Fighter Rebuilders Building 515	4,087 square feet of shop space	Approximately \$1,100	RESD preparing a new short term lease extension by request of Airports as of 2/1/19.
17.	CNO	Port-a-port relocations from Bracket Airport		\$100 to \$120 a month Fee Ordinance	RESD is working on preparing 18 Use Permits for relocation from Bracket Airport to Chino Airport. Relocation tenants have obtained permit from City of Chino Planning and Safety Department.
18.	CNO	Pioneer Aviation	Development agreement		RESD/Airports/County Counsel reviewing amendment to amend Use provision of lease and approve subtenant agreement as of 2/1/19.

OTHERS:

Airports and RESD anticipate the following:

- MAG Aviation – 29 Palms consultant agreement being reviewed by county counsel to extend for two Years.
- As of 11/14/2017, RESD to potentially prepare 24 lease agreements to relocate port-a-port tenants from Bracket Airport to Chino..
- American Auto Truck – A-310 – Lease agreement submitted to tenant week of 9/18/2017.

- Pacific States Systems A-340 - Lease was submitted to tenant for review and execution by RESD week of 2/11/19.
- Threshold Technologies – RESD has prepare a short term container agreement (extending current lease) for the Commercial Container Complex to add one additional container to the mix. **Counsel has approved as of 2/4/19.**
- Navion Customs – RESD has prepared a Use Permit for the storage of a container in the Commercaill Container Complex west of Commercial Hangars. **Request has been withdrawn and lease will not move forward at request of tenant as of 2/14/19.**
- Young Marines – RESD has prepared a short term lease for the space in A-310 approximately 732 square feet to be ytilized as classroom space for the Young Marines Program. Lease is fully executed and tenant is occupying the space for classes/education as of 2/11/19.
- **Kanetics A-330 - lease to extend term has been approved by RESD and county counsel and submitted to tenant week of 2/11/19.**
- **R&B Cattle A-315 - New short term lease extension being offered for space in building 315 for their continued use of the facilities.**
- **Civil Air Patrol – RESD working on a new short term lease extension upon receipt of events/activities schedule from Civil Air Patrol for 2019 as of 2/1/19.**
- **Pleasant Feed Supplements A-325 – RESD preparing new short term lease to continue to occupy the Modular Unit known as A-325, as of 2/1/19.**
- **Midfield Aviation Apple Valley Airport – RESD to negotiate lease extension for hangar and ground lease currently under contract with Midfield and expires on 3/31/19.**



Interoffice Memo

DATE: February 22, 2019

PHONE: 387-8810

A handwritten signature in blue ink that reads "Maureen A. Snelgrove".

FROM: **MAUREEN A. SNELGROVE**, Assistant Director
Department of Airports

TO: **JAMES E. JENKINS**, Director
Department of Airports

SUBJECT: **MONTHLY REPORT**

ADMIN

- 2/20/2019 - The department welcomed Cindy Osier, Fiscal Assistant.
- 2/12/19 - Attended the State of the County
- 1/28 – 30/19 - Attended the SWAAAE Conference in Monterey.

CHINO

- 2/20/2019 - The department welcomed Tracy Williams, Chino Airport Manager.
- 2/19/2019 - Corsair Drive was re-paved.
- 2/15/2019 - Hangar inspections were conducted for the B-340 Hangars. The remainder of inspections will be conducted in March.
- Storm Management has been a priority addressing roof leaks and drainages.
- Various meeting with tenants to discuss development opportunities

DESERT AIRPORTS

- Deferred maintenance projects continue at all the airports.

APPLE VALLEY

- Maintenance Crew have been addressing pavement needs, painting, lighting and signage.

ANNUAL / ON-GOING PROJECTS

- Chino Airport Remediation Project: All drilling for the test wells is complete.
- Kimball Avenue Drainage:
 - 2/21/19 a coordination meeting with the City of Chino staff, County Project Management, Real Estate Services and Airports, The Richmond Group and Proactive Engineering to discuss a joint project, all projects along Kimball that impact drainage, and next steps.

CHINO AIRPORT OPERATIONS

Month	2014	2015	2016	2017	2018
January	13985	14596	14206	11685	17892
February	13183	11555	14675	11905	16439
March	14923	14238	14906	16145	17611
April	13261	14539	14330	16259	18493
May	13737	14431	14783	19164	20200
June	14860	14511	14431	17387	20163
July	15184	15858	15220	19569	16071
August	18203	15355	16883	17968	17683
September	15854	13355	15217	18135	16313
October	16006	16084	13993	20969	16123
November	15996	13323	15267	18366	13413
December	14619	13113	13672	15538	13880
Total	179,811	170,958	177,583	203,090	204,281

Current Year Monthly Breakdown

<u>Itinerant</u>	<u>Local</u>	<u>AC</u>	<u>AT</u>	<u>GA</u>	<u>MI</u>	<u>Civil</u>	<u>Mil</u>	<u>IFR</u>
6516	11376	0	61	6422	33	11281	95	1330
6519	9920	3	52	6431	33	9850	70	1422
7151	10460	3	43	7078	27	10414	46	1676
6928	11565	6	47	6805	70	11427	138	1521
6418	13782	2	25	6355	36	13748	34	1548
6817	13346	0	39	6757	21	13315	31	1341
6174	9897	1	27	6114	32	9851	46	1158
6234	11449	14	37	6151	32	11436	13	1354
6616	9697	8	38	6535	35	9637	60	1561
6169	9954	0	44	6085	40	9855	99	1468
5844	7569	6	45	5773	20	7529	40	1520
5604	8276	0	29	5538	37	8241	35	1246
76,990	127,291	43	487	76044	416	126584	707	17145

