

AGENDA
AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY

January 23, 2020 10:00 A.M.

Department of Airports
777 E. Rialto Avenue
San Bernardino, CA 92415

1. Call To Order – Chairman Larry Asmus

| | |
|---|-------|
| Larry Asmus, Valley At Large, Chair | _____ |
| Jim Bagley, Desert at Large | _____ |
| Christine Canepa, Second District, Vice Chair | _____ |
| William Smith, Third District | _____ |
| Ray M. Marquez, Fourth District | _____ |
| Roy C. Cox, Fifth District | _____ |
| VACANT, First 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, December 5, 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. Discussion Item: Electronic Participation – Conference Call, Video Conferencing of Airport Commission Meetings.

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:** February 27, 2020, 10:00 a.m. – Twentynine Palms Airport, 78569 Twentynine Palms Hwy., Twentynine Palms, CA 92277

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.



AIRPORT COMMISSION MEETING SCHEDULE FOR 2020
County of San Bernardino
Department of Airports

Meetings are generally held the fourth Thursday of every month at the Department of Airports, 777 East Rialto Avenue, San Bernardino, CA, 92415-0831 or at various County Airport locations, at 10:00 a.m., unless shown otherwise.

| DATE | LOCATION |
|--------------|--------------------------|
| January 23 | Department of Airports |
| February 27 | Twentynine Palms Airport |
| March 26 | Barstow-Daggett Airport |
| April 23 | Chino Airport |
| May 28 | Department of Airports |
| June 25 | Department of Airports |
| July | Dark |
| August 27 | Chino Airport |
| September 24 | Apple Valley Airport |
| October 22 | Needles Airport |
| December 3 | Department of Airports |

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
DECEMBER 5, 2019.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:02 a.m. by Commissioner Jim Bagley. Meeting location: Department of Airports 711 E Rialto San Bernardino, Ca 92415.

Commission Members Present:

Jim Bagley, Desert at Large, Chair
Larry Asmus, Valley at Large, Vice Chair
VACANT, First District
Christine Canepa, Second District
William Smith, Third District
Roy Cox, Fifth District

Commission Members Absent:

Ray Marquez, Fourth District

Staff Present:

James E. Jenkins, Director
Maureen A. Snelgrove, Assistant Director
Stephen Hackney, Airport Manager
Nicole Leyden, Secretary
Adrianna Ortiz, Airport Planner
Anna Johnson-Earls, Staff Analyst
Steve Mintle

Department of Airports
Real Estate Services

Visitors Present:

Terry Hansen
Jonell Kosa
Jeff Meeker
Frank Lee
Bob Velker
Doug Crowther

USMC Contract Support
USMC Range Sustainability Program Mgr.
USMC Airspace Coordinator
Guest
Chino Development League
Threshold Aviation

Pledge of Allegiance

Led by Commissioner Canepa.

Report on Posting of Agenda:

Mr. Jenkins stated that the agenda had been posted as required.

Awards, Guest Introductions and Announcements:

Mr. Jenkins announced that Staff Analyst, Anna Johnson-Earls, had accepted a job at Arrowhead Regional Medical Center and would therefore be leaving the Department of Airports. An award was presented to her.

Mr. Jenkins also indicated that the Airport Manager who was hired for Chino Airport failed to attend orientation and did not respond to phone calls therefore declining the position.

Guests introduced themselves.

Action Item - Approval of Commission Meeting Minutes, September 26, 2019

Moved by Commissioner Smith seconded by Commissioner Asmus. The item passed unanimously to approve the commission meeting minutes from September 26, 2019.

Action Item - Approval of Commission Meeting Minutes, October 24, 2019

Moved by Commissioner Asmus seconded by Commissioner Cox. The item passed unanimously to approve the commission meeting minutes from October 24, 2019.

Action Item – Nominations and Election of Airports Commission Chairman for 2020

Moved by Commissioner Cox, seconded by Commissioner Canepa to nominate Commissioner Larry Asmus for Chairman. Ayes – 5, Nays – 0, Absent – 1. All commissioners present voted in favor.

Action Item - Nominations and Election of Airports Commission Vice Chairman for 2020

Moved by Commissioner Cox, seconded by Commissioner Bagley to nominate Commissioner Christine Canepa for Vice Chairman. Ayes – 5, Nays – 0, Absent – 1. All commissioners present voted in favor.

Action Item – Review and Approval of 2020 Airports Commission Meeting Calendar

Moved by Commissioner Canepa, seconded by Commissioner Asmus to approve the commission meeting schedule for 2020 with noted changes. Ayes – 5, Nays – 0, Absent – 1. All commissioners present voted in favor.

Commissioner Reports/Comments

Commissioner Asmus offered an invitation to San Bernardino County Fire Chief, Dan Munsee to speak at the commission meeting sometime during the year. He would like to ask him to address unique issues with fire and rescue at County airports as well as things going on at the County Fire Department. A request was made for Department staff to contact Mr. Munsee to try to schedule him for the January 23rd, April 23rd, or May 28th meeting.

Commissioner Bagley shared that he had attended the fly-in at Amboy Airfield, which is a public-use airport.

Public Comments

Mr. Velker explained that Mr. Frank Lee has an operation school at Gillespie Airfield with seven airplanes. He lives in Brea and would like to find some tiedowns, classroom space and an office at Chino Airport to split his operations.

Information Item: Twentynine Palms Airport Toy Drop

The toy drop is coordinated between Redlands Airport, Twentynine Palms City, and USMC. There will be four Department of Airport staff present and will assist with safe access for the public. The Redlands Airport Association is to control which aircraft will be arriving and will also organize their parking.

Information Item: Permanent SUA at MCAGCC and Changes to the SUA Proposal Update Briefing, Terry Hansen

Mr. Hansen briefed on the environmental assessment of the Special Use Airspace and presented a video. A revision was made for 365 days for restricted airspace instead of two 30-day periods, except for the Johnson Valley which is part of the shared use area and will remain the same. This will allow more flexibility, although October and April are still the primary months to utilize this airspace. It allows them to do small unit level training on a regular basis as well as larger units. Also, the F-35 is now required to have 10 miles between each aircraft and the airspace at Twentynine Palms is necessary to support this. They currently have proposals for April & October 2020 to do a temporary space use air space. The USMC is expecting to have a permanent air space approved in 2021. The air space will be given back to the National Air Base System when the USMC is not utilizing it. Pilots are encouraged to contact BearMat if flying near the restricted air space and to check all NOTAMS.

Mr. Hansen offered an invitation to Twentynine Palms military facility for a briefing. Suggested date of February 28th for possible tour directly following the commission meeting. Due to security clearance, names and information with drivers licenses for each individual must be submitted no less than 2 weeks beforehand.

Director's Reports

Capital Improvement Program

- Chino
 - Drainage issue & fire suppressant issue
- Apple Valley
 - Paving project of runway 18/36 – possible in 2022 or 2023 with internal maintenance until then.
 - Lighting for runway 08/26
 - Permanent fencing improvement
- Needles
 - Erosion issues & drainage control
- Twentynine Palms
 - Erosion issues & drainage control
 - WSP Consultants to evaluate thermal expansion cracks on ramp
- Baker – Not qualified for federal funding
 - Restripe runway & crack mitigation

Board of Supervisors Activity

Nothing to report during this time period.

Real Estate

Mr. Mintle provided information on current property leasing activity.

- Currently through March - 70-80 leases expiring
- 3-4 assignments of businesses which have sold and several subleases
- Port-a-ports at Chino Airport –tracking down owners to ones which have sold & new lease executed with new owner.

Mr. Jenkins shared that Mooney Corporation announced that they were shutting down their Texas operation. The tenant missed their December payment to the Department of Airports. Also received was a notice from Mooney's creditor stating that the Letter of Credit will not be renewed in February.

Yancey Enterprises will be receiving their certificate of occupancy and they will be applying to the City of Chino for their business license. After confirmation of both the Department will honor their renewal.

Mr. Jenkins gave an update on the Chino Plume mitigation:

After four years of negotiations an agreement was approved with the Chino Basin Desalter Authority and The Board of Supervisors in October. The airport will pump the water and send it to Chino Disalter Authority who will treat it and then deliver it to the drinking water stream. This process will cost the County about \$700,000. The alternative would be to pump the water, treat it and then put it back into the ground which would cost millions of dollars.

Recently an issue arose regarding perfluorinated compound which is found in (AFFF) firefighting foam. Historic research was done and it was found that in the 1960's a firefighting facility was based at Chino Airport. Soil samples and analysis are being done. The entire project is being managed by the County Administrative Office and funded by the County General Fund and not the Department of Airports. The County has allocated 20 million dollars for the next ten years for the process of mitigation and remedy installation.

Mr. Jenkins gave an update on the egress onto Chino Airport from Kimball Ave:

Current studies are taking place regarding highest and best use analysis to determine how the airport property should be used. This will include ingress and egress options for the airport. The additional entrance from Flight Ave is being looked at to serve the commercial hangar complex and future needs along Kimball Ave. Also there is a discussion underway with City of Chino regarding bringing in a new entrance from Kimball Ave and Rincon Meadows.

Financial Report

Mr. Jenkins stated that we are at 42% of the year. This doesn't include the tax component for Apple Valley Airport. With that the Department will be over their target. The Department is under their expenses by more than 50%. This is due to lack of staff and not moving several projects forward.

Mr. Jenkins announced that the new access control system to Twentynine Palms Airport has been installed.

Monthly Reports

Assistant Director

Staff

- 5 vacant positions and 3 out on medical leave. Permanent Human Resources Director appointed. This may help fill department vacancies.
- The Airport Manager hired for Chino Airport did not follow through and therefore was declined the position. The Department is now reviewing local, regional compensation verses qualifications to make sure that the Department's job description matches what the job entails. This will be followed by opening the position for recruitment.
- Currently interviewing for the Staff Analyst position.
- The Maintenance Supervisor for the desert is scheduled to start in early January. Also, interviewing for 2 open Maintenance positions at Chino Airport.

Admin

- Preparing CIP projects and coordinating for the ACIP (Airport Capital Improvement Plan) submittal to the Administrative office for review in preparation for the upcoming budget in spring.

Chino

- Right of way meetings.
- Chino remediation.
- Meetings with leaseholders and others interested in bringing new developments to the airport.
- Coordination construction project for the FedEx project.

Airports Planner

Chino

- Received hydrology study – Water Quality Management Plan (WQMP) being revised.
- Department of Airports coordinating with City of Ontario & City of Chino for right- of-way update for municipal improvements – primarily along Merrill Ave.

Chino Airport Operations

No report available.

Chino Airport is tracking about 200,000 operations for 2019, which is a bit less than the previous year.

Miscellaneous

Nothing to report.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, January 23, 2020 at 10:00 a.m. – Department of Airports, 777 East Rialto Avenue San Bernardino, Ca. 92415.

Adjournment: Meeting was adjourned by Commissioner Bagley at 12:04 pm.

Respectfully submitted,

Jim Bagley
Airports Commission

James E. Jenkins Director
Department of Airports

Nicole Leyden, Secretary I
Department of Airports



Interoffice Memo

DATE: January 22, 2020

PHONE: 909 387-8810

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

MAIL CODE: 0831

TO: **AIRPORT COMMISSIONERS**

SUBJECT: **BOARD OF SUPERVISORS ACTIVITY – DECEMBER 5, 2019– JANUARY 23, 2020**

APPROVED BOARD AGENDA ITEMS

| Board Date | Agenda Item No. | Subject | Recommendation |
|------------|-----------------|--|--|
| 12/10/2019 | 5 | Approve license agreement with Planes of Fame, permitting use of portions of Chino Airport for the Planes of Fame Airshow 2020 event | Approve license agreement with Planes of Fame Air Museum, permitting use of portions of the Chino Airport for the "Planes of Fame Airshow 2020" event, for the period of April 27, 2020 through May 5, 2020 for a use fee of \$8,500 plus 20% of net income earned in excess of \$325,000. |

INTEROFFICE MEMO



DATE: January 23, 2020

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 | 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 Cof O as of 10/24/19. Tenant indicates he received Certificate of Occupancy as of 12/2/19. Airports/RESD to approve option to extend for an additional five-years through 12/31/24. |
| 2 | 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 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 major obstacles with City of Chino and have requested Airports to relocate point of sale |

| No. | Airport | Location/Tenant | Square Foot | Monthly Rent/ Cost Per Square Foot | Status |
|-----|---------|---|--|------------------------------------|--|
| | | | | | activities off of Stearmen Drive. RESD/Airports working relocation as of 1/21/20. |
| 3 | 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 11/4/19. |
| 4 | CNO | Parcel B-305 | 5.40 acres of developable land | \$0.07 cents a square foot | Tenant pursuing permits through City of Chino Building and Safety Department continues as of 1/24/20. RESD/Airports meeting with tenant to discuss amending existing lease related to Development Period. |
| 5 | CNO | Port a Port Tenants | Approximately 60 spaces | Fee Ordinance Very based on size | RESD is working on the sale of five (5) port-a-ports and is preparing new agreements as of 12/3/19. RESD continues to work on the sale of port-a-ports at Chino Airport as of 1/21/20. |
| 6 | 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 3 expiring within the next three months as of 1/21/20. RESD has executed several agreements and is working with 9 other tenants of hangar B-340 to extend short term leases, as of 1/21/20. |
| 7 | 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. RESD is following up with tenant to obtain executed Lease for ramp area as of 8/22/19. RESD to meet with tenant week of 1/1/27/20 to discuss lease |

| No. | Airport | Location/Tenant | Square Foot | Monthly Rent/ Cost Per Square Foot | Status |
|-----|---------|--|---|--------------------------------------|---|
| | | | | | for additional ramp as needed by tenant. |
| 8 | CNO | Hangar B-295, ramp space lease | Approximately 18,000 square feet of ramp area | | RESD has submitted a revised agreement for tenants review and signature week of November 4, 2019. RESD to follow up with tenant for agreement week of 1/21/20 |
| 9 | CNO | Port-a-port relocations from Bracket Airport | | \$100 to \$120 a month Fee Ordinance | RESD has completed 16 of the 18 relocation of port-a-ports from Brackett Airport as of 1/21/20. There are several new request for additional units to be relocated to Chino Airport as of 1/21/20. |
| 10 | CNO | Pioneer Aviation | Ground Area Approximate 1,000 square feet | | RESD prepared new lease for five year term for ground area to develop ADA parking and additional parking for Special Events. RESD received approved lease from county counsel week of 6/10/19 and submitted to tenant for review and execution. As of 1/14/20, tenant indicates he will be moving forward with agreements ASAP. |
| 11 | CNO | AIA Hangar A-230 | 10,000 square feet hangar space | Fee Ordinance Rates | RESD has obtained county counsel review and approval of lease week of 6/18/19. RESD/Airports addressing lease processing concerns prior to submission to tenant for execution. RESD to post leases as of 10/25/19 prior to executing agreement. RESD posted and received numerous interest in hangar. RESD/Airports processing SOP prior to end of 1/2020. |
| 12 | CNO | Century Paint | 4,000 square feet plus Ramp area | | Lease has been prepared by RESD approved by County Counsel and executed by tenant. RESD to post at Airports on 10/25/19 prior to executing agreement. RESD posted November 2019, and received numerous response and interest to building. RESD/Airports processing SOP as of 1/21/20. |
| 13 | CNO | Container Agreements Commercial Complex Area | 400 square feet each area | Ground Lease Agreements | RESD has prepared 5 new lease agreements (short term) for containers placed at the commercial complex container area. Agreements to be submitted to tenants week of 10/21/19. |
| 14 | CNO | Containers Commercial Complex Threshold Technologies | 400 square feet each | Ground Lease | RESD prepared and submitted lease to tenant week of December 2, 2019 for review and execution. |

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. **Lease fully executed as of 4/30/19.**
- **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.**
- **Tom King Aerial A-340 – Lease expires 6/30/19, RESD preparing short term lease extension.**
- **Navion Customs Ramp Lease – RESD/Airports negotiating for ramp space North of hangar A-395 for continued parking of Skytyping planes.**



Interoffice Memo

DATE: January 10, 2020

PHONE: (909) 387-8810

FROM: **ADRIANNA ORTIZ**, Airport Planner
Department of Airports

A handwritten signature in blue ink, appearing to read "Adrianna Ortiz", written over a thin blue line that extends across the page.

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

MAUREEN A. SNELGROVE, Assistant Director
Department of Airports

SUBJECT: **MONTHLY REPORT**

ADMIN

DECEMBER

Completed 10 Capital Improvement Project Requests, to improve Apple Valley, Chino, and Barstow – Daggett Airports over multiple years.

ONGOING

Reviewing and updating Stormwater report submittals, maps, and plans
FAA AICP submittal compliance (all airports) with C&S
Department Emergency Coordinator meeting/training/updates

CHINO

ONGOING

Coordination with PMD, Kimley-Horn, City of Ontario, and City of Chino to complete WQMP update.

Coordination for Chino Northwest Ramp and Hotspots with PMD and WSP

Coordination with PMD, City of Ontario, and City of Chino to complete right-of-way update

Coordination with maintenance supervisor

- stormwater samples and reports

DESERT AIRPORTS

ONGOING

Coordination with maintenance supervisor

- stormwater samples and reports

APPLE VALLEY

ONGOING

Coordination with maintenance supervisor

- stormwater samples and reports
- CUPA Compliance and C&S SPCC plan update