# AGENDA
# AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY

**August 20, 2020 10:00 A.M.**

## Electronically via Zoom

https://zoom.us

Join Zoom Meeting
https://zoom.us/j/96909701573?pwd=SWRwOFpFbHNWQ1hFQWJRREVKQ2hPdz09

Meeting ID: 969 0970 1573
Passcode: 741236

Dial by your location
+1 669 900 6833 US (San Jose)

1. **Call To Order – *Chairman Larry Asmus***

| | |
|---|---|
| Larry Asmus, Valley At Large, Vice Chair | _____ |
| Jim Bagley, Desert at Large, Chair | _____ |
| Elliot Fried, 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, June 18, 2020.

   Motion:

   Second:

6. **Commissioner's Reports/Comments**

7. **Public Comments**
   Please e-mail all questions and comments to: **Outreach@airports.sbcounty.gov**

8. **Information Item:** Chino Airport Groundwater Mitigation Update, Presented by Benjamin Weink, Tetra Tech.

9. **Information Item:** Chino Airport Traffic Circulation / Right of Way Dedications.

10. **Information Item:** Department of Airports - COVID 19 Update.

11. **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**

12. **Time and Place of Next Meeting**: September 17, 2020, 10:00 a.m. – Apple Valley Airport 21600 Corwin Rd. Apple Valley, Ca 92307.

13. **Adjournment**

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**
**JUNE 18, 2020.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Larry Asmus. Meeting location: Electronically via Zoom

**Commission Members Present:**
Jim Bagley, Desert at Large,
Larry Asmus, Valley at Large, Chair
Christine Canepa, Second District, Vice Chair
William Smith, Third District
Ray Marquez, Fourth District
Roy Cox, Fifth District

**Commission Members Absent:**
VACANT, First District

**Staff Present:**

| | |
|---|---|
| James E. Jenkins, Director | Department of Airports |
| Maureen A. Snelgrove, Assistant Director | Department of Airports |
| Adrianna Ortiz, Airport Planner | Department of Airports |
| Nicole Leyden, Secretary | Department of Airports |

**Public Participation:**

| | |
|---|---|
| Bob Velker | Chino Development League |
| Deana Olivares-Lambert | The 20/20 Network |
| Chuck & Sharon Stuewe | Chino Airport Tenants |
| Chuck McCormick | Mead & Hunt |
| Harvey Luth | Chino Valley Fire District |

**Pledge of Allegiance**
Led by Commissioner Marquez.

**Report on Posting of Agenda:**
Mr. Jenkins stated that the agenda had been posted as required.

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

Mr. Jenkins announced that Tina Abarca, Fiscal Specialist had accepted a promotion in another County Department. She was awarded Employee of the Year and there will be a virtual ceremony in July.

**Action Item - Approval of Commission Meeting Minutes, May 21, 2020**
Moved by Commissioner Smith seconded by Commissioner Marquez. The item passed unanimously to approve the commission meeting minutes from May 21, 2020.

**Commissioner Reports/Comments**
Commissioner Asmus inquired about filling the position of Commissioner for the First District. Mr. Jenkins shared that the First District has decided not to fill the position at this time since their administration is ending. They plan to staff the meetings themselves when they are available and the position will remain unfilled until the new administration for the First District takes their seat.

Commissioner Asmus requested that the issue with the truck traffic on the south side of Chino Airport be included on the commission agenda each month until it is unresolved.

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Mr. Jenkins reminded the commission that this issue is not one that the Department can control. The City of Chino was invited to make a presentation at the commission meeting to respond to this, but unfortunately they didn't respond to the invitation. Mr. Jenkins is hopeful that they will be able to make a presentation at the August meeting.

Commissioner Bagley commented that he believes Zoom works well for hosting meetings, but would like to meet on-site at the airports as soon as possible.

Commissioner Canepa explained that she is doing some research of the restricted air space in regards to the recreational area in Johnson Valley used for the King of the Hammers event. She is doing this for the off-road community and general aviation community. She has found that this event brings a good amount of revenue to local businesses. She asked the Department of Airports for information including a map of the military protected air space.

Commissioner Bagley added that he is opposed to expanding restricted air space over this recreational area.

Commissioner Marquez requested an update on the Chino Plume.
Mr. Jenkins pointed out that the Plume process has been going on for twenty-five years. The Department is now beginning to undertake implementation of remedy and is acquiring property rights south and west of the airport for locations to place clusters of extraction wells. There have been meetings with various property owners over the past nine weeks explaining the reason for specific locations for the wells. Recently the quarterly well monitoring information showed that the Plume has now expanded further to the west. This demonstrates the need to have the extraction wells in place as rapidly as possible before the Plume expands further and deeper.

Simultaneously, the second phase is being undertaken which is the piping pathways in the quadrant described that we are installing in city right-of-way. The Department is working with Southern California Edison, City of Chino, Frontier Communications, and Inland Empire Utility Agency to define and determine the conduit pathways to get the extraction well effluent to its point of treatment, which is a treatment plant controlled by the Chino Desalter Authority at Highway 83 and Kimball Ave. In mid-2021 the installing of conduits will begin for the piping in the ground in the city right-of-ways and in late 2021 the extraction wells project will be initiated.

**Public Comments**
No public comments.

**Information Item:** Leasing of County Real Property for Airports: Policy and Standard Practice 12-04 and 12-04SP.

Mr. Jenkins provided information requested by the commission. The County has a standard practice to determine if there is a need for solicitation when a lease on property is due for renewal. Typically a renewal is negotiated with the incumbent party, then a public notice is posted stating that this has taken place. If no interest for the property is expressed from any other party then the lease is renewed. If there is interest in the property then the solicitation process begins. Previously when there were other similar properties which were vacant and available on the airport the competitive process was not necessary.

**Information Item:** Department of Airports - COVID 19 Update.
Ms. Snelgrove provided an update. All administrative staff returned to the office June 1st. Due to economic issues as a result of sales tax reductions the County Administrative Office has put into effect position control measures of all vacant and all requested positions that were submitted with the 2020-2021 budget. The Department currently has eighteen employees and has received

approval for the Fiscal Specialist position and one Maintenance Worker I positon.

There is signage regarding face coverings at each Department location as well as masks available to the public. Barriers have been put into place for administrative staff to assist with social distancing in public areas. Also, maintenance staff has the ability to schedule hangar maintenance at a time when the tenant is not present.

**Director's Reports**

*Capital Improvement Program*

- Chino
  - Sewer line project near hangars A495-A560 is in the design phase.
  - B-Hangar restroom installation – delayed for approximately one year due to issue with width of taxiway and placement of the restrooms. Other options for placement are being explored. Portable restrooms will remain in place.
  - Surveyor looked at existing Compass Rose and has proposed an additional location. Project to be completed the next fiscal year.
- Apple Valley
  - Wash rack – In the design phase and pending some recent revisions.
  - Taxiway reconstruction - Design finalized and pending a geotechnical report.
  - Terminal parking lot - Design changes completed; includes pavement and drainage improvements. Expected to be completed in 2021.

*Board of Supervisors Activity*
No activity to report this period.

*Real Estate*
Mr. Jenkins provided information on current property leasing activity.

- Solicitation for Building A-230 at Chino Airport - Agreement will be executed with selected party.
- SoCal MRO (sub-tenant to Mooney Enterprises) – Occupies Commercial Hangar #2 – tentative agreement reached with the County through May 2021 pending Board approval in August. The party has negotiated a plan to compensate the County for its term of occupancy starting from November 2019 until the present and then continue to pay the market rate on that facility through May 2021. At the end of 2020 a competitive process will occur in which the current tenant will be able to participate.
- Ground lease agreement created with Fleet yards, Inc. for storage of trailers to support some warehouses in Chino which include Walmart and Amazon. They will have to meet requirements by the City of Chino and their development code.

*Financial Report*
Mr. Jenkins reported that the Department has received CARES Act funding of $247,000 for the five airports which were eligible. This is to be used to offset costs associated with staffing and operations impacted by Covid-19.

Ms. Snelgrove shared that the end of the fiscal year is very close. The Department is at 64% of expenditures for all airports combined and has received 153% of expected revenue. There has not been any effect from the Covid-19 economic issues on tax dollars received for Apple Valley

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Airport.

Mr. Jenkins added that the tax monies to date have not been affected by Covid-19 because those monies were escrowed in a previous period. Effects may be in the coming cycle after Covid-19 which includes property taxes. Significant effects are expected to the tax base and tax payments received. The Department does although have significant reserves at Apple Valley Airport and operational costs are controlled so it will not be an operational impact to the Department if the expected increment is not received.

Ms. Snelgrove pointed out that a Department budget had been prepared to cover all operational needs for next year and maintain funds in the reserves. Even if there is a slight reduction in revenue there will be opportunities to make those adjustments.

**Monthly Reports**

*Assistant Director*

- **Administration**
  - Attended weekly conference calls for County coordination regarding Covid-19.
  - Attended an FAA Coordination meeting regarding recent maintenance improvements.
  - Fiscal staff began performing years-end closing process including CSA 60 audit.
- **Chino**
  - Threshold Technologies continues to bring in airbus commercial aircraft for storage. Maximum capacity has been reached for storage of that size aircraft.
  - Flight schools have reopened.
  - Flo's Restaurant has reopened.
- **Apple Valley**
  - The Apple Valley Airport Café has reopened.
- **Twentynine Palms Airport**
  - Recent issues with fuel operations - working with Frontier Communications to resolve them. NOTAM issued.

**Chino Airport Operations**
Flight schools at Chino Airport are back in operation. The operational numbers for May are approximately 14,000. This is similar to May's numbers in previous years. The numbers for June so far are 6,000, which would give a count of about 12,000 for the month. The airport is running at about 70-75% of expected operations.

**Miscellaneous**
Mr. Jenkins explained how the Department is managing with staff. Maintenance staff has been committed to doing their daily work through the Covid-19 pandemic, but there has been challenges with the staffing level. Also, it is difficult to find administrative help through the temporary employment agency as it is difficult to compete with the current increased unemployment benefits. Steps are being taken to increase staff to the normal level of staffing and the Department is getting consideration from the County management team to fill some critical positions.

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**Date, Time and Place of Next Meeting**

The next meeting will be held on Thursday, August 20, 2020 at 10:00 a.m. – Chino Airport, 7000 Merrill Ave Chino, CA 91710.

**Adjournment:** Meeting was adjourned by Commissioner Asmus at 11:16 a.m.

Respectfully submitted,

Larry Asmus
Airports Commission

James E. Jenkins, Director
Department of Airports

Nicole Leyden, Secretary
Department of Airports

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SAN BERNARDINO COUNTY

# Interoffice Memo

**DATE:** August 18, 2020

**PHONE:** 909 387-8810

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

**MAIL CODE:** **0831**

**TO:** **AIRPORT COMMISSIONERS**

**SUBJECT:** **BOARD OF SUPERVISORS ACTIVITY** – JUNE 18, 2020-AUGUST 19, 2020

| APPROVED BOARD AGENDA ITEMS | | | |
|---|---|---|---|
| **Board Date** | **Agenda Item No.** | **Subject** | **Recommendation** |
| | | | |
| **7/28/20** | **3a.** | Approved the Appointment of Elliot Fried to Airports Commission | Approved the appointment of Elliot Fried to Seat 3, representing the First District of the Airports Commission. |

# INTEROFFICE MEMO

SAN BERNARDINO COUNTY

**DATE:** **August 20, 2020**

**PHONE:** 387-8810

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

**MAIL CODE:** 0831

**TO:** **AIRPORT COMMISSIONERS**

**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 | **Commercial Hangar No. 1** | **42,807 hangar & 8,072 office** | **Minimum Proposal requested $20,221.00** | .The SOP commenced on Friday, March 13, 2020 with proposal submittal deadline of April 20, 2020. **The SOP was completed and RESD/Airports received two proposals. The proposals were reviewed and the determination was that Threshold Technologies provided the proposal that best met the needs of the County for these facilities. RESD will proceed with preparing the new lease agreement for processing through the Board of Supervisors week of July 28, 2020** |
| 2 | CNO | R&R Properties | 5.97 acres | To be proposed | Tenant indicates they have major obstacles with City of Chino and have requested Airports to relocate point of sale activities off of Stearmen Drive. RESD/Airports working relocation**. Tenant has relocated their kiosk to the location off Stearmen Drive and facilitate all retail activities from this location**. |
| 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.** |
| 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 |

| No. | Airport | Location/Tenant | Square Foot | Monthly Rent/ Cost Per Square Foot | Status |
|---|---|---|---|---|---|
| | | | | | discuss amending existing lease related to Development Period. Tenant provided letter requesting amending the lease to add additional development period. RESD/Counsel/Airports reviewing to determine next course of action. **RESD preparing amendment to modify various terms and conditions of the Lease as of 6/1/2020.** |
| 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 5/120.** |
| 6 | CNO | Various Individual Hangar Facilities in B-340 | Building B-340 | | **RESD has executed several agreements and is working with 6 other tenants of hangar B-340 to extend short term leases.** |
| 7 | CNO | Advantage Aviation | Ramp Area 22,893 square feet | $687.00 a month | RESD prepared a new revised lease with revised exhibit for ramp space east of hangar A-240 and forwarded to tenant on 2/20/2020 for review nad execution**. Lease fully executed as 0f j6/1/2020.** |
| 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 1/2120. Lease executed by tenant and with CC for execution as of 2/20/2020. **Lease Fully Executed.** |
| 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.** |
| 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. Tenant indicates he will be moving forward with agreements as of 3/20/2020. County Counsel has reviewd lease and tenant has been provided copies for review and execution as of May 12, 2020. **Lease executed by Tenant on 6/9/2020 RESD obtaining County execution as required as of 6/11/2020.** |

| No. | Airport | Location/Tenant | Square Foot | Monthly Rent/ Cost Per Square Foot | Status |
|---|---|---|---|---|---|
| 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. SOP commenced on February 18, 2020. RESD received 4 proposals to lease A-230. Proposal have been submitted to review committee as of 4/13/2020 for review and comments. **Selection committee has approved one of the submittals and RESD is in the process of preparing a new lease agreement as of 6/9/2020.** |
| 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. SOP commenced March 9, 2020 with proposal deadline of April 10, 2020. **RESD has received two proposals and it has been recommended that the existing tenant Century Paint best met the needs of the airport for this facility.** |
| 13 | CNO | Container Agreement Commercial Complex Area **Worldwide Jet Charters** | 400 square feet each area | Ground Lease Agreements | **RESD has prepared 1 new lease agreement (short term) for container placed at the commercial complex container area. Agreements to be submitted to tenants upon review by county counsel week of 5/1/2020.** |
| 14 | **CNO** | **Commercial Hangar 2 SOCAL MRO LLC** | **42,000 square feet** | **TBD** | RESD was requested to prepare a new short term lease agreement for the existing term through the end of 2020. With the Termination Agreement with Mooney International for Commercial Hangar 2, County to put subtenant under contract through end of the year to proceed with unlawful detainer action. RESD intends to exercise an SOP for this facility prior to the end of this term. RESD has prepared and submitted lease agreement to county counsel for review as of 4/21/2020. **RESD is preparing Board item for** |

| No. | Airport | Location/Tenant | Square Foot | Monthly Rent/ Cost Per Square Foot | Status |
|---|---|---|---|---|---|
| | | | | | **presentation of the lease to Board for consideration on July 28, 2020.** |
| 15. | | **Fleet Yards Inc. Ground lease West of Flo's Café** | **5 Acres $7,986.00 per month** | | **Lease was prepared by RESD and submitted to county counsel for review on 4/13/2000. County Counsel has reviewed and the agreement has been submitted to tenant as of 5/9/2020 for review and comments.** |

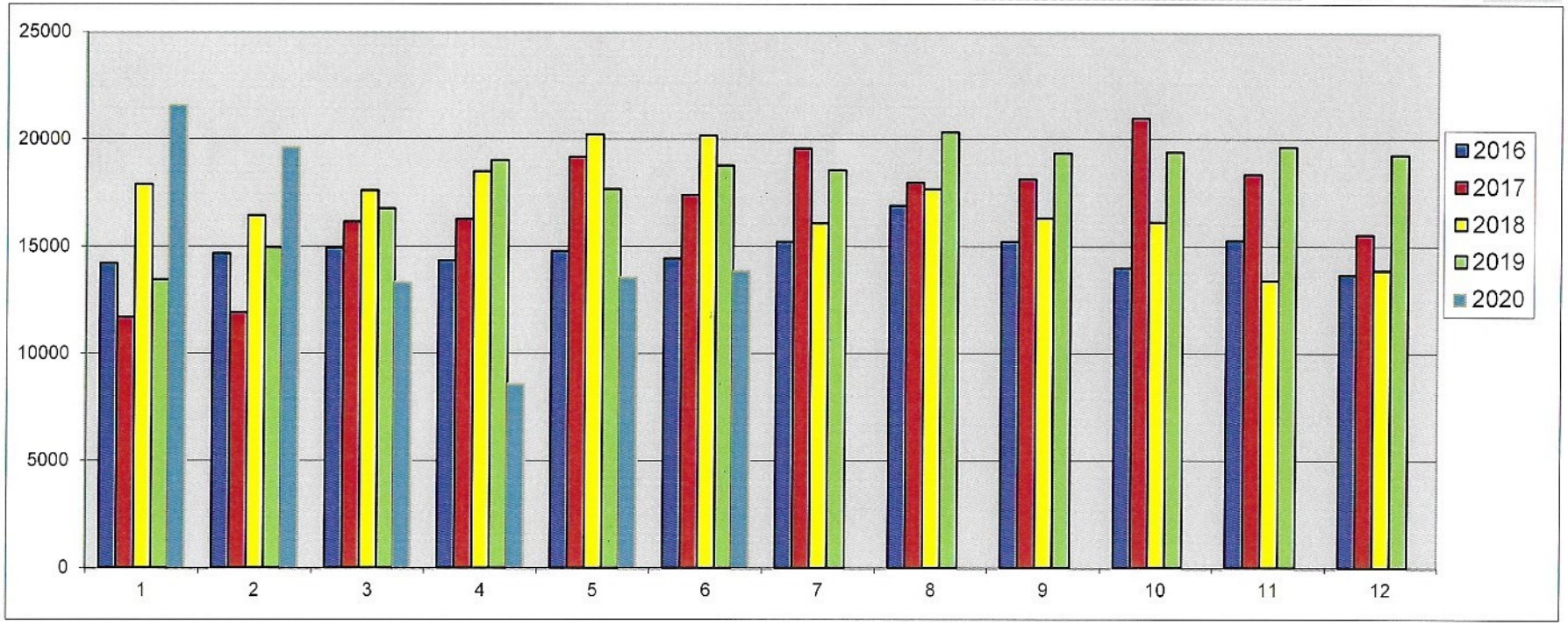
**OTHERS:**

Airports and RESD anticipate the following:

- MAG Aviation – 29 Palms consultant agreement being reviewed by county counsel to extend for two Years.
- As of 2/20/2020, RESD finalizing lease agreements to relocate port-a-port tenants from Bracket Airport to Chino..
- Pacific States Systems A-340 - Lease was submitted to tenant for review and execution by RESD week of 2/11/19. **Lease revised and resubmitted to tenant 2/2020.**
- 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**. Lease fully executed.**
- **Civil Air Patrol – RESD working on a new short term lease extension upon receipt of events/activities schedule from Civil Air Patrol for 2020. County Counsel has approved RESD lease and agreement will be provided to tenant after initial posting as per Policy.**
- Pleasant Feed Supplements A-325 – RESD preparing new short term lease to continue to occupy the Modular Unit known as A-325, as of 2/1/20. **Lease Fully Executed.**
- Southern Counties Herd Association – A-320 RESD has prepared lease and Counsel has approved. RESD to submit agreement to tenant after initial posting as required per Policy. **Posting completed as of 6/10/2020 and RESD is proceeding on having the lease agreements executed by all parties.**
- **Experimental Aircraft Association A-435 – Lease for office space has been prepared and approved by Counsel. RESD to submit to tenant after initial posting as required by Policy.**
- Southern California Dairy Equipment – Negotiation several different agreements for space located in Building A-320. RESD has to post prior to finalizing the agreements. **Posting has expired and RESD is proceeding with executing a lease for Southern Counties Herd as of 6/11/2020.**
- **Pacific States Systems – A-340 – Short term lease being executed tp extend lease. RESD to post prior to executing lease agreement.**
- Chino Aviation A-340 – RESD preparing new lease for tenant to continue occupying the facilities. RESD to post prior to moving forward with execution of a new agreement. **Posting has occurred and RESD is preparing a new lease extension for Chino Aviation for A-340.**
- Navion Customs B-350 – RESD preparing new lease for existing tenant. RESD to post prior to proceeding with lease execution. Posting completed and RESD is preparing a new lease for tenant extending the term.

# CHINO AIRPORT OPERATIONS

| Month | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|---|---|---|---|---|
| January | 14206 | 11685 | 17892 | **13452** | **21607** |
| February | 14675 | 11905 | 16439 | **14957** | **19644** |
| March | 14906 | 16145 | 17611 | **16760** | **13354** |
| April | 14330 | 16259 | 18493 | **19014** | **8606** |
| May | 14783 | 19164 | 20200 | **17680** | **13571** |
| June | 14431 | 17387 | 20163 | **18774** | **13881** |
| July | 15220 | 19569 | 16071 | **18565** | **0** |
| August | 16883 | 17968 | 17683 | **20322** | **0** |
| September | 15217 | 18135 | 16313 | **19351** | **0** |
| October | 13993 | 20969 | 16123 | **19405** | **0** |
| November | 15267 | 18366 | 13413 | **19629** | **0** |
| December | 13672 | 15538 | 13880 | **19272** | **0** |
| **Total** | **177,583** | **203,090** | **204,281** | **217,181** | **90,663** |

***Current Year Monthly Breakdown***

| Itinerant | Local | AC | AT | GA | MI | Civil | Mil | IFR |
|---|---|---|---|---|---|---|---|---|
| 7643 | 13964 | 1 | 49 | 7549 | 44 | 13958 | 6 | 1651 |
| 6783 | 12861 | 2 | 53 | 6683 | 45 | 12778 | 83 | 1318 |
| 4011 | 9343 | 7 | 37 | 3932 | 35 | 9271 | 72 | 995 |
| 3031 | 5575 | 1 | 18 | 2939 | 73 | 5443 | 132 | 648 |
| 5337 | 8234 | 8 | 67 | 5222 | 40 | 8159 | 75 | 1182 |
| 4894 | 8987 | 5 | 29 | 4833 | 27 | 8976 | 11 | 1147 |
| 0 | 0 | | | | | | | |
| 0 | 0 | | | | | | | |
| 0 | 0 | | | | | | | |
| 0 | 0 | | | | | | | |
| 0 | 0 | | | | | | | |
| 0 | 0 | | | | | | | |
| **31,699** | **58,964** | ***24*** | ***253*** | ***31158*** | ***264*** | ***58585*** | ***379*** | ***6941*** |