AGENDA
AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY

May 21, 2020 10:00 A.M.

Electronically via Zoom

Website - https://tinyurl.com/y9uo4syw

Meeting ID - 988 9609 4794

Password - 202237

By Telephone:

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID - 988 9609 4794#

Password - 202237#

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, April 23, 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 SOP Locations: A-440 Century Paint, F-230 (Dome 1), and F-330 CHC Hangar #1.

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

10. **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**: June 18, 2020, 10:00 a.m. - Department of Airports 777 E. Rialto Avenue, San Bernardino, CA 92415.

11. **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

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

Meetings are generally held the third 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 19	CANCELLED
April 23	Teleconference
May 21	Department of Airports
June 18	Department of Airports
July	Dark
August 20	Chino Airport
September 17	Apple Valley Airport
October 15	Needles Airport
December 3	Department of Airports

SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
APRIL 23, 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: TELECONFERENCE

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 via e-mail:
Bob Velker — Chino Development League

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.

Action Item - Approval of Commission Meeting Minutes, February 27, 2020
Moved by Commissioner Smith seconded by Commissioner Marquez. The item passed unanimously to approve the commission meeting minutes from February 27, 2020 with one specified revision.

Action Item - Approval of Commission Meeting Dates to Officially be Changed from the Fourth Thursday of the Month to the Third Thursday of the Month.
Moved by Commissioner Marquez seconded by Commissioner Smith. The item passed unanimously to approve the Airport Commission meeting calendar revision from the fourth Thursday of the month to the third Thursday of the month. Ayes – 4, Nays – 0, Absent – 2. All commissioners present voted in favor.

Action Item – Review and Approval of Revised 2020 Airports Commission Meeting Calendar.
Moved by Commissioner Smith seconded by Commissioner Cox. The item passed unanimously to approve the revised 2020 Airport Commission meeting calendar. Ayes – 4, Nays – 0, Absent – 2. All commissioners present voted in favor.

Commissioner Reports/Comments
Commissioner Asmus requested to hear feed-back on having the meeting via teleconference.

DRAFT

Public Comments
Via e-mail Mr. Velker asked that the Department elaborate on the FAA correspondence regarding temporary adjustment of air traffic control tower hours.

Mr. Jenkins explained that the FAA requested a reduction in hours of the air traffic control tower at Chino Airport beginning late April. Currently the hours are 7 AM – 9 PM and the proposed reduction will be 10 AM – 6 PM.

Information Item: Teleconference Attendance at Airport Commission Meetings.
Commissioners agree that having meetings via teleconference or electronically during this time is most favorable.

Information Item: Report on County Public Health Department's Actions to Address the Covid 19 – Corona Virus
San Bernardino County Health Department's website has information from the Governor's office and adopted by the County Board of Supervisors with daily updates regarding Covid-19.

Mr. Jenkins explained that the airports sponsored by the Department of Airports have no passenger facilities and are defined by the FAA as Part 91 so inspections are not performed. If information was received that an aircraft was landing with passengers who may have Covid-19 then emergency responders would be called to assess the situation.

All airport services remain available. Department administrative staff have been telecommuting as of two weeks ago. A minimum amount of hardware was required to be purchased. Laptops and cell phones were already available to staff. Maintenance staff is still working on-site, but are driving separate vehicles to remain within the social distancing guidelines.

Commissioner Marquez inquired how all commissioners can receive Covid-19 updates from the County to them via e-mail.

Mr. Jenkins will forward that information to the commissioners.

Mr. Jenkins indicated that the mission as defined for the Department of Airports and how it delivers services is important and with day to day tasks what the Covid-19 event has revealed is that there are things that take us away from our mission. The Department is learning how to be efficient working electronically such as conducting meetings via telephone or electronically. Mr. Jenkins would like to embrace what has been learned during this time and continue the use of technology.

Information Item: Update of Chino Specific Plan and Master Plan.

a. **Cal Aero Drive**
b. **Traffic Circulation from other Cities to the Airport.**

Chino Airport Specific Plan Effort is a planning effort to determine the viability of certain aeronautical uses verses non-aeronautical uses of the airport. This is a block type plan where certain areas -identified- for each type of use.

The Chino Airport Master Plan is a required regulatory effort undertaken every ten to fifteen years by the airport sponsor. This includes a layout plan and an airport utilization forecast.

The City of Chino determined that Kimball Ave is not to be a truck route, but this doesn't preclude the airport from receiving truck services via Kimball Ave. The County has limited leverage with this but the Department will continue to facilitate the needs of the stakeholders on the County property with the points of ingress and egress. Through the Chino Master Plan the Department

is identifying alternatives and additional ingress points into the airport for deliveries and truck activity. There are proposed plans to develop another airport entrance along Flight Ave between Kimball Ave and Remington Ave, and an entrance from Remington Ave associated with the Fed Ex compound.

The County will present access points during the discussions with the City of Chino the County and following those discussions there will be a public participation for the airport stakeholders to express their requests and voice their opinion.

Commissioner Asmus requested that the Department publish a map of the truck access routes for the next meeting.

Director's Reports

Capital Improvement Program

- Chino
  - Demolition for building A305 has been completed pending a site-walk
  - Restrooms for D hangars delayed approximately 6 months due to research on sewer lines.
- Apple Valley
  - Wash rack – planned for the upcoming fiscal year.
  - Terminal building parking lot rehabilitation and lighting improvement including a drainage structure also planned for upcoming year.
  - FY 20/21 – Taxi lane improvement near Midfield Aviation from perimeter road onto taxiway A and full frontal of the Midfield development and also includes drainage structure improvements.
  - FY 20/21 - Pavement evaluation rehabilitation around existing leasehold that is north and west of the Midfield facility which would give a bigger footprint for aircraft storage and tiedown locations including improving firefighting capabilities in that portion of the airport.
- Baker Airport

  Perimeter fencing – Quotes are being solicited. Gate cards will not be required to enter, but there will be a use of a button of some sorts to gain access to the airport.

Board of Supervisors Activity
No activity to report this period.

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

- The County accepted the negotiated settlement with Mooney leasehold and also entered into a short-term agreement with their tenant, So Cal MRO in Commercial Hangar #2.
- Celso Palafox property access to eastern most property discussed. The Department agreed to allow access to County property for ingress and egress of their aircraft for a limit of thirty minutes for each operation.
- Temporary storage of large aircraft hosting at Chino Airport and Barstow-Daggett Airport for Commercial Airlines. No runways nor taxiways will be used for aircraft storage.

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Financial Report
Due to Covid-19 some requests were made from tenants for lease payment relief. An item has been prepared for the Board of Supervisors for rent deferment up to sixty months or no longer than the term of the lease, whichever is less. This item will also include forgiving late payments and penalties associated with those late payments. Some airport businesses have temporarily closed, but seventy-five percent of payments from personal hangars have been received.

The Department of Airports has qualified for CARES Entitlement for deferment of expenses and main operational expenses.

Commissioner Canepa requested a continual update on tenant lease payments and the Department budget.

The Department will be returning $500,000 to the reserve due to significant salary savings. All operational expenses will have been spent by the end of the fiscal year.

The Department budgets only 85% of its revenue and next year's budget will include revenue reductions due to Covid-19.

Mr. Jenkins shared that the Department is documenting loss of revenue and having staff code time spent responding to Covid-19. This information is being given to the Board of Supervisors and he is hopeful that in time there will be a reconciliation with which these dollars that were not able to be covered by other means such as federal assistance or entitlement programs and will be reimbursed. Direct expenses due to Covid-19 including increased janitorial supplies and office hardware for telecommuting staff are under $10,000, so the only area that the Department would need assistance in is loss of revenue.

The County Legislative Affairs Department is monitoring the Federal side of the lobbyist effort and the people who represent the County in Washington DC. Legislative Affairs also has representatives in Sacramento who are reporting to the Board of Supervisors on a daily basis. The information is then sent to the various County Departments. Also the aviation community is monitoring this very closely by organizations such as American Association of Airport Executives (AAAE) and American Association of California Airports (ACA). Most relief is geared towards passenger service as that faction has been affected the most.

Monthly Reports

Assistant Director

Staffing – Phone conferencing with staff as administrative staff is telecommuting. Maintenance Supervisors teleconference weekly to coordinate with maintenance staff taskings and schedules.

- **Administration**
  Meetings regarding Covid-19 coordination with staff & responses through the County Administration Office.
  Coordination for Grant Entitlement from the FAA.

- **Chino**
  Tenants request deferment of rent and flight schools remain closed.

- **Twentynine Palms Airport**
  Gate system is operational. Forms were mailed to tenants to update contact information and requesting current gate cards to be returned. They will receive new gate cards in exchange. In the near future a driver training certification exam will be in place for tenants.

Chino Airport Operations
Mr. Jenkins pointed out that in January Chino Airport had a record operational count of 21,607 and in February it was also very high. In March the count has dropped to 13,000 which is the lowest count during this period looking back from 2016. The prediction for the count in April is that it will be extremely depressed. The FAA is reducing air traffic services in the United States due to lack of activity although business is still being conducted in certain sectors of the aviation community. There are several viable companies still conducting business at Chino Airport. The Department of Airports will continue to provide the services that it is able to in a safe manner. Maintenance Staff is using this reduction in operations to conduct pavement maintenance, painting and other activities that would impact air traffic are currently being completed.

Miscellaneous
Commissioner Canepa asked for a follow-up on her request to confirm that her working with FLOAT (Fly Over All Traffic) will not be a conflict of interest.

Mr. Jenkins responded that this has been forwarded to County Counsel.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, May 21, 2020 at 10:00 a.m. via electronically.

Adjournment: Meeting was adjourned by Commissioner Asmus at 12:04 p.m.

Respectfully submitted,

Larry Asmus
Airports Commission

James E. Jenkins, Director
Department of Airports

Nicole Leyden, Secretary I
Department of Airports

DRAFT

SAN BERNARDINO COUNTY

Interoffice Memo

DATE: May 19, 2020

PHONE: (909) 387-8810

Adrianna Ortiz

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

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

MAUREEN A. SNELGROVE, Assistant Director
Department of Airports

SUBJECT: **CIP UPDATE - MONTHLY REPORT**

AIRPORT	PROJECT	STATUS
APV	Terminal Parking Lot Pavement and Drainage Improvement	Design finalized, pending geotechnical report. Budget adjustment in progress.
APV	Taxiway Reconstruction and Drainage Improvements	Design finalized, pending geotechnical report.
APV	Wash Rack	In design phase, pending recent revisions and final page turn.
CNO	A-305 Mailroom relocation and demolition	Complete
CNO	A-550 Administration Remodel	In design phase, pending recent revisions per COVID-19 compliance and final page turn.
CNO	B Hangar Restroom Installation	In design phase, pending recent revisions per COVID-19 compliance and final page turn.
CNO	A-495-560 Septic to Sewer alignment	In design phase, pending tank data investigation.

SAN BERNARDINO COUNTY

Interoffice Memo

DATE: May 18, 2020

PHONE: 909 387-8810

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

MAIL CODE: **0831**

TO: **AIRPORT COMMISSIONERS**

SUBJECT: **BOARD OF SUPERVISORS ACTIVITY** – APRIL 23, 2020 – MAY 21, 2020

APPROVED BOARD AGENDA ITEMS			
Board Date	**Agenda Item No.**	**Subject**	**Recommendation(s)**
No Items to present during this reporting period.			

INTEROFFICE MEMO

DATE: **May 21, 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 May 18, 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.**

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
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. 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 5/1/2020.**
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 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 of1/21/20. **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. **Upon execution by county counsel lease will be fully executed 4/15/2020.**
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

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					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.**
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.**
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**

No.	Airport	Location/Tenant	Square Foot	Monthly Rent/ Cost Per Square Foot	Status
					counsel for review as of 4/21/2020.
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.**
- **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.**
- **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.**
- **Navion Customs B-350 – RESD preparing new lease for existing tenant. RESD to post prior to proceeding with lease execution.**

Budget Report FY 19/20 - Airports Summary

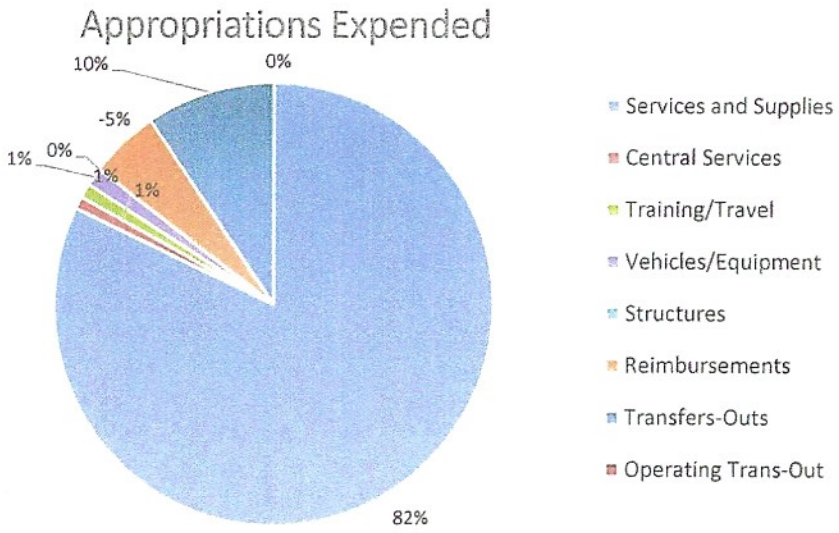
Monday, May 18, 2020

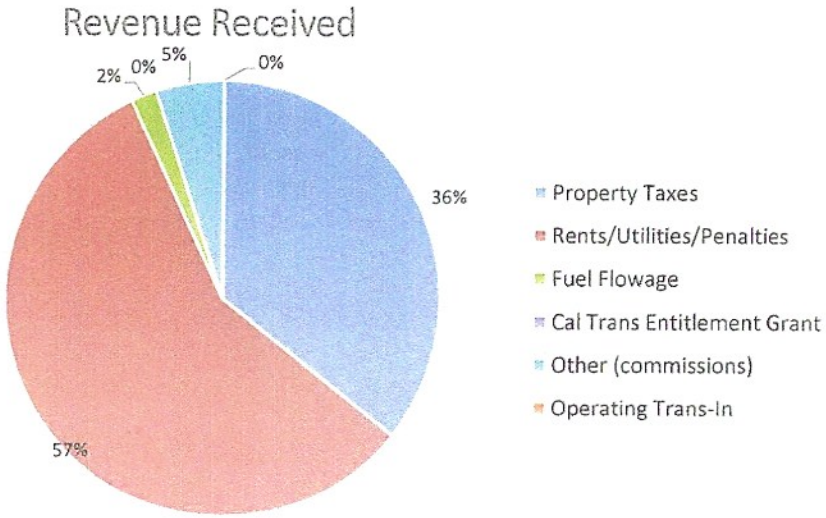
88% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received
Services and Supplies	#VALUE!	$ 3,513,769.05	0%
Central Services	#VALUE!	$ 37,475.00	0%
Training/Travel	#VALUE!	$ 45,084.10	0%
Vehicles/Equipment	#VALUE!	$ 57,385.99	0%
Structures	#VALUE!	$ -	0%
Reimbursements	#VALUE!	$ (220,097.43)	0%
Transfers-Outs	#VALUE!	$ 405,969.26	0%
Operating Trans-Out	#VALUE!	$ -	0%
Total Expenditures	**#VALUE!**	**$ 3,839,585.97**	**0%**

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	#VALUE!	$ 2,942,194.61	0%
Rents/Utilities/Penalties	#VALUE!	$ 4,737,661.91	0%
Fuel Flowage	#VALUE!	$ 157,718.92	0%
Cal Trans Entitlement Grant	#VALUE!	$ -	0%
Other (commissions)	#VALUE!	$ 416,821.68	0%
Operating Trans-In	#VALUE!	$ -	0%
Total Revenue	**#VALUE!**	**$ 8,254,397.12**	**0%**
Net Effect	**#VALUE!**	**$ 4,414,811.15**	

Services and Supplies Breakdown			
COWCAP (County Charges)	#VALUE!	$ 5,489.00	0%
Insurance Costs	#VALUE!	$ 207,367.00	0%
Communications & Info Systems Usage	#VALUE!	$ 23,937.98	0%
Vehicle Costs	#VALUE!	$ 156,748.92	0%
Real Estate Services	#VALUE!	$ 157,066.00	0%
Utilities	#VALUE!	$ 264,367.03	0%





Budget Report FY 19/20 - Apple Valley Airport

Monday, May 18, 2020

88% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received	Notes
Services and Supplies	#VALUE!	$ 1,007,281.26	0%	
Central Services	#VALUE!	$ 42.00	0%	
Training/Travel	#VALUE!	$ 14,575.59	0%	
Vehicles/Equipment	#VALUE!	$ -	0%	
Structures	#VALUE!	$ -	0%	
Reimbursements	#VALUE!	$ (896.53)	0%	
Transfers-Outs	#VALUE!	$ 260,660.74	0%	
Operating Trans-Out	#VALUE!	$ -	0%	
Total Expenditures	**#VALUE!**	**$ 1,281,663.06**	**0%**	

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	#VALUE!	$ 2,942,194.61	0%
Rents/Utilities/Penalties	#VALUE!	$ 664,750.64	0%
Fuel Flowage	#VALUE!	$ 11,463.38	0%
Cal Trans Entitlement Grant	#VALUE!	$ -	0%
Other (commissions)	#VALUE!	$ 113,376.84	0%
Operating Trans-In	#VALUE!	$ -	0%
Total Revenue	**#VALUE!**	**$ 3,731,785.47**	**0%**
Net Effect	**#VALUE!**	**$ 2,450,122.41**	

Services and Supplies Breakdown			
COWCAP (County Charges)	#VALUE!	$ 5,489.00	0%
Insurance Costs	#VALUE!	$ 13,148.00	0%
Communications & Info Systems Usage	#VALUE!	$ 8,597.05	0%
Vehicle Costs	#VALUE!	$ 43,622.23	0%
Real Estate Services	#VALUE!	$ 14,605.50	0%
Utilities	#VALUE!	$ 113,218.43	0%

Budget Report FY 19/20 - Administration

Monday, May 18, 2020

88% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received	Notes
Services and Supplies	$ 868,300.00	$ 1,186,891.44	137%	
Central Services	$ 40,396.00	$ 37,433.00	93%	
Training/Travel	$ 6,100.00	$ 8,129.11	133%	
Vehicles/Equipment	$ 218,115.00	$ 36,196.00	17%	
Structures	$ -	$ -	0%	
Reimbursements	$ (898,186.00)	$ (219,200.90)	24%	
Transfers-Outs	$ 91,262.00	$ 44,904.69	49%	
Operating Trans-Out	$ 560,125.00	$ -	0%	
Total Expenditures	$ 886,112.00	**$ 1,094,353.34**	**124%**	

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	$ -	$ -	0%
Rents/Utilities/Penalties	$ -	$ -	0%
Fuel Flowage	$ -	$ -	0%
Cal Trans Entitlement Grant	$ -	$ -	0%
Other (commissions)	$ -	$ (18.34)	0%
Operating Trans-In	$ (537,944.00)	$ -	0%
Total Revenue	**$ (537,944.00)**	**$ (18.34)**	**0%**
Net Effect	**$ 348,168.00**	**$ 1,094,335.00**	

Services and Supplies Breakdown			
COWCAP (County Charges)	$ 528,344.00	$ -	0%
Insurance Costs	$ 194,219.00	$ 194,219.00	100%
Communications & Info Systems Usage	$ -	$ 4,024.06	0%
Vehicle Costs	$ 35,000.00	$ 795.34	2%
Real Estate Services	$ -	$ 20,020.00	0%
Utilities	$ 500.00	$ 2,231.25	446%

Budget Report FY 19/20 - Baker Airport

Monday, May 18, 2020

88% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received	Notes
Services and Supplies	#VALUE!	$ 889.49	0%	
Central Services	#VALUE!	$ -	0%	
Training/Travel	#VALUE!	$ -	0%	
Vehicles/Equipment	#VALUE!	$ -	0%	
Structures	#VALUE!	$ -	0%	
Reimbursements	#VALUE!	$ -	0%	
Transfers-Outs	#VALUE!	$ 540.00	0%	
Operating Trans-Out	#VALUE!	$ -	0%	
Total Expenditures	**#VALUE!**	**$ 1,429.49**	**0%**	

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	#VALUE!	$ -	0%
Rents/Utilities/Penalties	#VALUE!	$ -	0%
Fuel Flowage	#VALUE!	$ -	0%
Cal Trans Entitlement Grant	#VALUE!	$ -	0%
Other (commissions)	#VALUE!	$ 40,000.00	0%
Operating Trans-In	#VALUE!	$ -	0%
Total Revenue	**#VALUE!**	**$ 40,000.00**	**0%**
Net Effect	**#VALUE!**	**$ 38,570.51**	

Services and Supplies Breakdown			
COWCAP (County Charges)	#VALUE!	$ -	0%
Insurance Costs	#VALUE!	$ -	0%
Communications & Info Systems Usage	#VALUE!	$ -	0%
Vehicle Costs	#VALUE!	$ -	0%
Real Estate Services	#VALUE!	$ -	0%
Utilities	#VALUE!	$ 346.91	0%

Budget Report FY 19/20 - Chino Airport

Monday, May 18, 2020

88% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received	Notes
Services and Supplies	#VALUE!	$ 1,054,226.45	0%	
Central Services	#VALUE!	$ -	0%	
Training/Travel	#VALUE!	$ 15,319.42	0%	
Vehicles/Equipment	#VALUE!	$ 17,890.02	0%	
Structures	#VALUE!	$ -	0%	
Reimbursements	#VALUE!	$ -	0%	
Transfers-Outs	#VALUE!	$ 97,563.83	0%	
Operating Trans-Out	#VALUE!	$ -	0%	
Total Expenditures	**#VALUE!**	**$ 1,184,999.72**	**0%**	

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	#VALUE!	$ -	0%
Rents/Utilities/Penalties	#VALUE!	$ 4,028,060.18	0%
Fuel Flowage	#VALUE!	$ 68,946.65	0%
Cal Trans Entitlement Grant	#VALUE!	$ -	0%
Other (commissions)	#VALUE!	$ 101,829.38	0%
Operating Trans-In	#VALUE!	$ -	0%
Total Revenue	**#VALUE!**	**$ 4,198,836.21**	**0%**
Net Effect	**#VALUE!**	**$ 3,013,836.49**	

Services and Supplies Breakdown			
COWCAP (County Charges)	#VALUE!	$ -	0%
Insurance Costs	#VALUE!	$ -	0%
Communications & Info Systems Usage	#VALUE!	$ 9,083.11	0%
Vehicle Costs	#VALUE!	$ 64,425.87	0%
Real Estate Services	#VALUE!	$ 108,563.00	0%
Utilities	#VALUE!	$ 131,522.71	0%

Budget Report FY 19/20 - Barstow-Daggett Airport

Monday, May 18, 2020

88% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received	Notes
Services and Supplies	#VALUE!	$ 122,076.53	0%	
Central Services	#VALUE!	$ -	0%	
Training/Travel	#VALUE!	$ 3,520.57	0%	
Vehicles/Equipment	#VALUE!	$ -	0%	
Structures	#VALUE!	$ -	0%	
Reimbursements	#VALUE!	$ -	0%	
Transfers-Outs	#VALUE!	$ 1,725.00	0%	
Operating Trans-Out	#VALUE!	$ -	0%	
Total Expenditures	**#VALUE!**	**$ 127,322.10**	**0%**	

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	#VALUE!	$ -	0%
Rents/Utilities/Penalties	#VALUE!	$ 27,360.09	0%
Fuel Flowage	#VALUE!	$ 14,806.12	0%
Cal Trans Entitlement Grant	#VALUE!	$ -	0%
Other (commissions)	#VALUE!	$ 80,482.02	0%
Operating Trans-In	#VALUE!	$ -	0%
Total Revenue	**#VALUE!**	**$ 122,648.23**	**0%**
Net Effect	**#VALUE!**	**$ (4,673.87)**	

Services and Supplies Breakdown				
COWCAP (County Charges)	#VALUE!	$ -	0%	
Insurance Costs	#VALUE!	$ -	0%	
Communications & Info Systems Usage	#VALUE!	$ 2,233.76	0%	
Vehicle Costs	#VALUE!	$ 47,512.53	0%	Equipment Rentals
Real Estate Services	#VALUE!	$ 11,193.00	0%	
Utilities	#VALUE!	$ 15,842.45	0%	

Budget Report FY 19/20 - Needles Airport

Monday, May 18, 2020

88% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received	Notes
Services and Supplies	#VALUE!	$ 44,447.57	0%	
Central Services	#VALUE!	$ -	0%	
Training/Travel	#VALUE!	$ 3,017.91	0%	
Vehicles/Equipment	#VALUE!	$ -	0%	
Structures	#VALUE!	$ -	0%	
Reimbursements	#VALUE!	$ -	0%	
Transfers-Outs	#VALUE!	$ -	0%	
Operating Trans-Out	#VALUE!	$ -	0%	
Total Expenditures	**#VALUE!**	**$ 47,465.48**	**0%**	

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	#VALUE!	$ -	0%
Rents/Utilities/Penalties	#VALUE!	$ 7,782.50	0%
Fuel Flowage	#VALUE!	$ 1,201.78	0%
Cal Trans Entitlement Grant	#VALUE!	$ -	0%
Other (commissions)	#VALUE!	$ 40,000.00	0%
Operating Trans-In	#VALUE!	$ -	0%
Total Revenue	**#VALUE!**	**$ 48,984.28**	**0%**
Net Effect	**#VALUE!**	**$ 1,518.80**	

Services and Supplies Breakdown			
COWCAP (County Charges)	#VALUE!	$ -	0%
Insurance Costs	#VALUE!	$ -	0%
Communications & Info Systems Usage	#VALUE!	$ -	0%
Vehicle Costs	#VALUE!	$ 42.33	0%
Real Estate Services	#VALUE!	$ 1,228.50	0%
Utilities	#VALUE!	$ -	0%

Budget Report FY 19/20 - Twentynine Palms Airport

Monday, May 18, 2020

88% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received	Notes
Services and Supplies	#VALUE!	$ 97,956.31	0%	
Central Services	#VALUE!	$ -	0%	
Training/Travel	#VALUE!	$ 521.50	0%	
Vehicles/Equipment	#VALUE!	$ 3,299.97	0%	
Structures	#VALUE!	$ -	0%	
Reimbursements	#VALUE!	$ -	0%	
Transfers-Outs	#VALUE!	$ 575.00	0%	
Operating Trans-Out	#VALUE!	$ -	0%	
Total Expenditures	**#VALUE!**	**$ 102,352.78**	**0%**	

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	#VALUE!	$ -	0%
Rents/Utilities/Penalties	#VALUE!	$ 9,708.50	0%
Fuel Flowage	#VALUE!	$ 61,300.99	0%
Cal Trans Entitlement Grant	#VALUE!	$ -	0%
Other (commissions)	#VALUE!	$ 41,151.78	0%
Operating Trans-In	#VALUE!	$ -	0%
Total Revenue	**#VALUE!**	**$ 112,161.27**	**0%**
Net Effect	**#VALUE!**	**$ 9,808.49**	

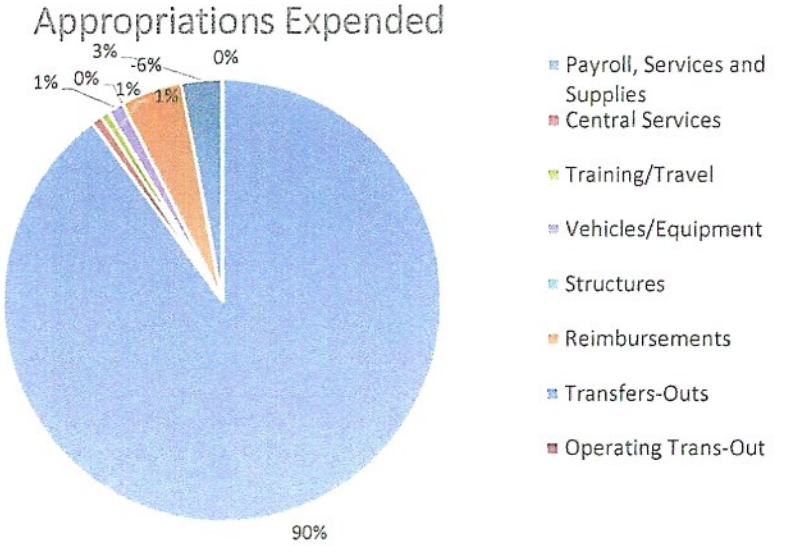
Services and Supplies Breakdown			
COWCAP (County Charges)	#VALUE!	$ -	0%
Insurance Costs	#VALUE!	$ -	0%
Communications & Info Systems Usage	#VALUE!	$ -	0%
Vehicle Costs	#VALUE!	$ 350.62	0%
Real Estate Services	#VALUE!	$ 1,456.00	0%
Utilities	#VALUE!	$ 1,205.28	0%

Budget Report FY 19/20 - Airports (AAA Only) Summary

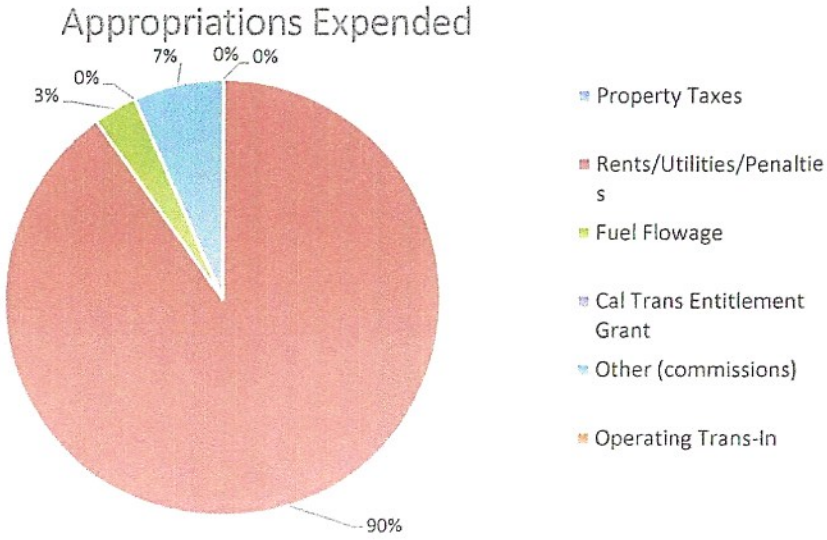
Monday, May 18, 2020

88% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received
Payroll, Services and Supplies	#VALUE!	$ 4,347,847.64	0%
Central Services	#VALUE!	$ 37,433.00	0%
Training/Travel	#VALUE!	$ 30,508.51	0%
Vehicles/Equipment	#VALUE!	$ 57,385.99	0%
Structures	#VALUE!	$ -	0%
Reimbursements	#VALUE!	$ (219,200.90)	0%
Transfers-Outs	#VALUE!	$ 145,308.52	0%
Operating Trans-Out	#VALUE!	$ -	0%
Total Expenditures	**#VALUE!**	**$ 4,399,282.76**	**0%**



Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	#VALUE!	$ -	0%
Rents/Utilities/Penalties	#VALUE!	$ 4,072,911.27	0%
Fuel Flowage	#VALUE!	$ 146,255.54	0%
Cal Trans Entitlement Grant	#VALUE!	$ -	0%
Other (commissions)	#VALUE!	$ 303,444.84	0%
Operating Trans-In	#VALUE!	$ -	0%
Total Revenue	**#VALUE!**	**$ 4,522,611.65**	**0%**
Net Effect	**#VALUE!**	**$ 123,328.89**	



Services and Supplies Breakdown			
COWCAP (County Charges)	#VALUE!	$ -	0%
Insurance Costs	#VALUE!	$ 194,219.00	0%
Communications & Info Systems Usage	#VALUE!	$ 15,340.93	0%
Vehicle Costs	#VALUE!	$ 113,126.69	0%
Real Estate Services	#VALUE!	$ 142,460.50	0%
Utilities	#VALUE!	$ 151,148.60	0%

SAN BERNARDINO COUNTY

Interoffice Memo

DATE: May 19, 2020

PHONE: 387-8810

Maureen A. Snelgrove

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

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

SUBJECT: **MONTHLY REPORT**

ADMIN

- COVID-19 Update:
  - Administration staff continue to telework 5 days per week, Assistant Director teleworks three days per week.
  - Director Jenkins and A.D. Snelgrove maintain administrative office functions.
  - The department applied for and is waiting distribution of FAA CARES Act funding to support airport operations.
  - All staff are tracking time and expenditures spent on COVID-19 matters. This is in preparation of reimbursement by County funds received through Federal/State grants.
  - 4/28/2020 the department implemented the County Employee Health Protection Program. This program requires all employees reporting to worksites have their temperature checked prior to the start of their workday.
  - The department distributed information to tenants regarding County funding opportunities for businesses that become COVID compliant.
  - Chino operations are down since January. April's operations 9127 and May's are 7515 to date.
- Attend weekly COVID-19 County Administration Coordinating Call
- Coordinated with the department fiscal team to complete review and submittal of information for the 5 year ICRP analysis.
- Participated in April 30, 2020 FAA Conference call to discuss Chino Action Items.
- Attended the May 1, 2020 FAA CARES Act Presentation
- Coordinated with the Community Services Group Communications Officer for a Chino photoshoot for use in the Chino Master Plan.
- May 11, 2020 attended a thermos camera demonstration for detecting increased body temperatures in event attendees.
- May 12 and 13, 2020 attended virtual training for Info Mapping. A software for writing policy and procedures.
- May 15, 2020 attended Drone Webinar sponsored by AiRXOS.
- May 18, 2020 attended an Applicants Briefing webinar for COVID-19 grants funding.

CHINO

- May 11, 2020 the department started a contract with Adam's Falconry to reduce the number of seagulls, starlings and other nuisance birds that may negatively impact flight operations.
- FAA action items update;

  - May 7, 2020 site walk with Director Jenkins and Maintenance Supervisor Martinez to discuss Taxiway Juliet and Kilo marking and paint improvements.
  - Runway 26L Centerline is 75% complete.
  - Mowing and weed abatement continue on a regular schedule.
- Additional ramp permits issued to Threshold Technologies for the parking of six Airbus commercial aircraft.
- All flight schools have reopened on modified schedules.
- Lease payment deferments continue. One major tenant requesting deferment was able to pay May's rent.

DESERT AIRPORTS

- Maintenance Crew is addressing weed abatement and runway maintenance.
- The Needles Airport AWOS system was updated and maintenance service will be regularly scheduled.

APPLE VALLEY

- The Little Aviator Café remains closed.

SAN BERNARDINO COUNTY

Interoffice Memo

DATE: May 14, 2020

PHONE: 909-387-8810

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

Adrianna Ortiz

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

MAUREEN A. SNELGROVE, Assistant Director
Department of Airports

SUBJECT: **MONTHLY REPORT, MAY 2020**

ADMIN

- Final Editing of Engineering RFP – **RELEASE: 5/22/20**
- Coordinate with DOT for Grant compliance
- Ongoing – Storm water compliance (all airports)
- ACIP development for FAA coordination
- Attendance:
  - April 30, 2020 FAA Conference call to discuss Chino Action Items
  - May 1, 2020 FAA CARES Act Presentation
  - May 15, 2020 Drone Webinar sponsored by AiRXOS
  - May 18, 2020 Applicants Briefing webinar for COVID-19 grants funding.

CHINO

- Safety Improvement program:
  - Finalized contract bird abatement program to abate nuisance birds, and reduce airstrikes.
  - Assisted with preparation of action items and attended RSAT on May 13, 2020 (FAA)
  - Grounds Maintenance Program *(paint, weed abatement, signage)* updates – Ongoing/Continuous

- A-305 (mailroom) demo coordination with Real Estate Department *(complete)*
- CNO Driver training module is operational with updated online exam access.
- Provide comments on City projects to City of Chino Planners
- Participate in biweekly meetings for Chino Desalter Project
- Participate and coordinate easement and construction document review and distribution with county departments, City of Chino staff, and developers
  - FedEx Project
  - REDA Project
- Continued Master Plan coordination (Photo shoot, progress meetings)

DESERT AIRPORTS

- Continued Environmental compliance support

APPLE VALLEY

- Managed SPCC plan update and training (CUPA Compliance)