

AGENDA
AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY

June 18, 2020 10:00 A.M.

Electronically via Zoom

<https://zoom.us>

Join Zoom Meeting

<https://zoom.us/j/92906611800?pwd=Q2xIMkRzQTFLc3B1ODBReUdOTm9DZz09>

Meeting ID: 929 0661 1800

Password: 202237

One tap mobile

+16699006833,,92906611800#,,1#,202237# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

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, May 21, 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:** Leasing of County Real Property for Airports: Policy and Standard Practice 12-04 and 12-04SP.

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**

11. **Time and Place of Next Meeting:** August 20, 2020, 10:00 a.m. - Chino Airport
7000 Merrill Ave Chino, Ca 91710.

12. **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
MAY 21, 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
Maureen A. Snelgrove, Assistant Director
Adrianna Ortiz, Airport Planner
Erin Johnson, Staff Analyst II
Rebecca Mancha, Fiscal Assistant
Nicole Leyden, Secretary
Lyle Ballard
Agnes Cheng

Department of Airports
Real Estate Services
County Counsel

Public Participation:

Bob Velker
Deana Olivares-Lambert
Mike Perry
Chuck & Sharon Stuewe
Chuck McCormick
Harvey Luth
Jemma Chun

Chino Development League
The 20/20 Network
Alliance International Aviation
Chino Airport Tenants
Mead & Hunt
Chino Valley Fire District
MI Air Aviation

Pledge of Allegiance

Led by Commissioner Asmus.

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, April 23, 2020

Moved by Commissioner Canepa seconded by Commissioner Marquez. The item passed unanimously to approve the commission meeting minutes from April 23, 2020.

Commissioner Reports/Comments

Commissioner Asmus requested to hear feed-back on having the meeting electronically.

Commissioner Bagley commented that having the commission meeting via Zoom is very effective, but he would like to start having meetings in person and on site as soon as possible. He also added that he was pleased that the gate card system at Twentynine Palms Airport was

operational.

Commissioner Canepa said that there had been very little aviation activity recently, but she has noticed that it is starting to increase now.

Commissioner Marquez shared that he was happy to see that Chino Airport was busy this past weekend

Public Comments

Mr. Perry representing Alliance International Aviation (AIA), based at Chino Airport stated that AIA had not prevailed on the SOP for Hangar A230, which they have been renting for the past 10 years. He shared that they suffered an impact from Covid-19 but have remained open. Mr. Perry asked for assistance with extending their lease contract. AIA has suggested that they remodel the building (Dome 1) at their expense since it is a historic building if they can extend their lease contract for more than 2 years at a time.

Mr. Velker sent an e-mail and photo regarding the truck traffic issues on the south east corner of Chino Airport. He stated that this corner now has law enforcement not allowing any truck traffic. Truck drivers going in and out of the Nursery located there have received warnings from law enforcement.

Commissioner Asmus would like this added to the agenda for the next meeting.

Mr. Stuewe thanked Airport staff for the recent weed abatement around his hangar complex.

Ms. Chun from MI Air Flight School expressed that they are a quickly growing flight school and that they have submitted a proposal for Building A-230 and wanted their proposal to be considered for the SOP.

Information Item: Chino Airport SOP Locations: A-440 Century Paint, A-230 (Dome 1), and F-330 CHC Hangar #1.

Mr. Jenkins commented on solicitations of proposals conducted recently for facilities that have become available for public participation due to the lease agreements expiring. Building A-440, the existing tenant successful in retaining their facility and Building F-330 Hangar #1 is in negotiation with prospective tenant.

Pursuant to practice and policy the process of solicitation is to post a notice of the County's intent to renew a lease with a current tenant. Based on the posting the public is noticed of the County's intent. If there is no competition then the lease is executed with the current tenant. If there is interest from another party then a solicitation process is triggered. In the matter of Building A-440 and Building A-230 that is what occurred and with Building A-230 the incumbent was not successful. The committee who evaluated the proposals included an Airport Commissioner, a member of Real Estate Services Department, and a member of the Department of Airports. This process has always existed however, in the recent past there had been unoccupied facilities available so therefore the incumbent's property was not made available for competition. At the time of the lease expiring for Building A-230 there were no available facilities which were comparable. The criteria was clearly outlined in the solicitation and there were three other proposals. At the close of the process the incumbent is allowed to request copies of the responses and there is also a process to protest the selection.

Information Item: Department of Airports - COVID 19 Update.

Administrative staff continues to telecommute five days a week and operations staff are still reporting to the facilities. Ms. Snelgrove is telecommuting three days a week and Mr. Jenkins is

reporting to work five days a week. Ms. Snelgrove and Mr. Jenkins are assisting with administrative duties to ensure that deposits are made timely, revenues are accounted for and that tenants are able to continue with their gate card updates.

The Department is waiting for the distribution of FAA CARES Act funding to support airport operations. All contracts have been signed and returned to the FAA and the Department is expecting \$247,000.

All of staff time is being tracked and expenditures applied to the Covid-19 tracking which the County is utilizing for potential reimbursement for other State or Federal funding which may later become available. This also includes tracking time telecommuting and any equipment purchased for staff to enable them to telecommute. On April 28th the County Health Program was implemented which requires that all staff reporting to work have their temperature taken before they are allowed to report to their work sites.

The Department distributed information to tenants regarding County funding opportunities for businesses that become Covid-Compliant.

Director's Reports

Capital Improvement Program

- Chino
 - Sewer line improvement in south quadrant of the airport.
 - Installing a restroom facility for D-Hangar complex.
 - Remodeling the administration building which will include hands free facility for the restroom and combining two restrooms into one.
- Apple Valley
 - Wash rack –Planning effort almost complete for the upcoming fiscal year.
 - Eighteen acres to be purchased by mid-July for master drainage facility at the south end of the airport.
 - Taxi lane improvement – widening for drainage component.
 - Parking lot with improved lighting and additional drainage.
 - Consideration for modifying customer service entrance by placing a window between customer and staff.
- Baker Airport
 - Perimeter fencing installation scheduled for next year– along the exterior road with an entrance gate which will have an electronic pass utilizing a driver's license or other form of identification for the public to be able to access the airport.
- Twentynine Palms
 - Re-initiating studies for drainage improvements.
 - Improvements to the pilots lounge and upgrading the trailer.
 - Solicitation of proposal (SOP) for a caretaker to be released.

Board of Supervisors Activity

No activity to report this period.

Real Estate

Mr. Ballard provided information on current property leasing activity.

- Chino Hangar A-440 & A340 leases currently being reviewed.
- Chino Airport tenant requests for monthly rental payment deferment due to Covid-19. Item to be presented to the Board of Supervisors.

- Interests in Barstow-Daggett Airport from ComAv which is a company who supplies services for large aircraft companies to assist in finding space for aircraft storage. Temporary use permit currently being prepared. Negotiations underway for permanent lease for approximately twenty seven acres of ramp space for storage of commercial aircraft.

Financial Report

During the month of April the payment rate was 86% for the Department's tenants. So far in May the Department is tracking a 60% payment rate. A Board item has been created for tenant payment deferment. Tenants have been notified that the Department is holding any late payment fees associated with Covid-19 delinquencies. A presentation to the Board will be a repayment program and opportunity for those who have been unable to make their payment due to Covid-19. This will offer a repayment period equal to the term of the lease if the lease is two years or more and no more than a sixty month period. There will be an opportunity for individual presentations to go before the Board for a different payment schedule for those who may require it. There will be a planned payment process in place executed by a side letter of agreement processed with the individual leaseholders to allow them to repay any missed payments.

It is anticipated that the Department will have to utilize reserves of about \$100,000 for Covid-19 and a few other expenses for deferred maintenance items.

The Department is currently holding all vacant positions. Since the Chino Airport Secretary has retired Ms. Snelgrove has been managing the Chino gate cards. There is consideration of a possible kiosk to be placed in the lobby where tenants may submit documents to update their gate cards. This will relieve time from administrative staff of collecting the documents. Software and hardware are being reviewed to have this in place by the next fiscal year.

Monthly Reports

Assistant Director

- **Administration**
 - Attend weekly conference calls for County coordination regarding Covid-19.
 - Five year Internal Cost Recovery Program (ICRP) analysis submitted to the Auditor.
 - Chino Action Items discussed on conference call with FAA.
 - Attended a thermo camera demo for detecting increased body temperature of attendees at large events as a consideration if the Department hosts the Apple Valley Airshow this year.
- **Chino**
 - Coordinated with Community Services Group Communications Officer for a Chino Airport photoshoot for use in the Chino Master Plan.
 - Falconry program representative to be on site at Chino Airport three days a week for the remainder of the year to help control the starlings and seagull population.
 - Inspected runway J and K for potential paint and signage improvements. Runway 26 left centerline is 75% complete. Other parts of runways to follow for improvements.
 - Additional ramp permits being prepared for Threshold for six airbuses.
 - Flight schools currently in operation.
- **Needles**
 - Automated weather observing system (AWOS) was updated.

- **Apple Valley**
 - The Little Aviator Café remains closed, but is preparing for reopening based on the Public Health guidelines.
- **Twentynine Palms Airport**
 - Working with contractor for new up-to-date credit card machines at fuel pumps for Twentynine Palms, Needles, and Apple Valley Airport.

Planner

- **Administration**
 - Met with consultants on Airports Capital Improvement Plan (ACIP) for FAA coordination.
 - Coordinating with Department of Transportation (DOT) for grant compliance
- **Chino**
 - Mailroom demo has been completed.
 - Driver training module updated with new exam offered on-line.
 - Falconry Program implemented for nuisance birds.
 - Revised Grounds Maintenance Program implemented including weed abatement, signage, and painting.

Chino Airport Operations

Ms. Snelgrove reported that all airport operation have decreased since January. It was reported to her from the Chino Tower that the Chino Airport Operations numbers for April were 9,127 and the May numbers as of May 19th were at 7,515. The official count for April has not been published yet.

Miscellaneous

Engineering Request for Proposal (RFP) to be released this coming Friday. This is for an engineer for airport planning and will cover a three year period.

Date, Time and Place of Next Meeting

The next meeting will be held on Thursday, June 18, 2020 at 10:00 a.m. – Department of Airports, 777 East Rialto Avenue San Bernardino, Ca. 92415.

Adjournment: Meeting was adjourned by Commissioner Asmus at 11:18 a.m.

Respectfully submitted,

Larry Asmus
Airports Commission

James E. Jenkins, Director
Department of Airports

Nicole Leyden, Secretary
Department of Airports



Interoffice Memo

DATE: June 15, 2020

PHONE: 909 387-8810

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

MAIL CODE: 0831

TO: **AIRPORT COMMISSIONERS**

SUBJECT: **BOARD OF SUPERVISORS ACTIVITY – MAY 22, 2020 – JUNE 18, 2020**

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

INTEROFFICE MEMO



DATE: June 18, 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	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 5/1/20.
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 and execution. Lease fully executed as of 6/1/2020.
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 1/21/20. Lease executed by tenant and with CC for execution as of 2/20/2020. Lease Fully Executed.
9	CNO	Port-a-port relocations from Brackett 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 reviewed 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.

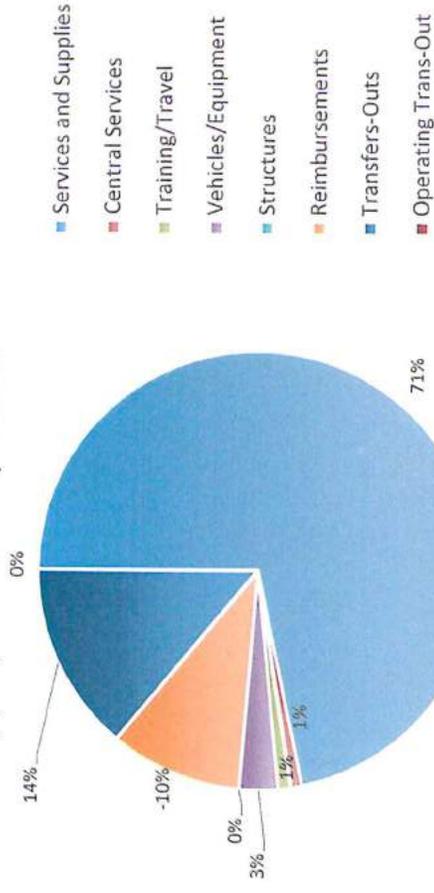
Budget Report FY 19/20 - Airports Summary

Monday, June 15, 2020

96% Percentage of the year

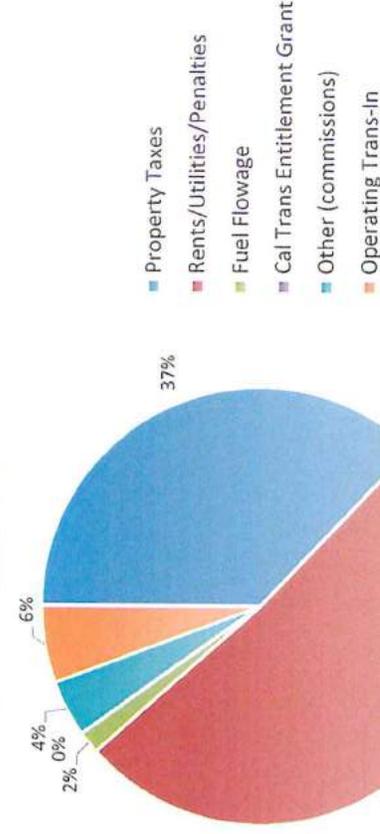
Appropriations	Budget	Expended / Received	% Expended / Received
Services and Supplies	\$ 4,237,698.00	\$ 3,553,455.87	84%
Central Services	\$ 79,638.00	\$ 40,436.00	51%
Training/Travel	\$ 42,600.00	\$ 45,501.21	107%
Vehicles/Equipment	\$ 130,115.00	\$ 141,947.83	109%
Structures	\$ -	\$ -	0%
Reimbursements	\$ (898,186.00)	\$ (482,315.63)	54%
Transfers-Outs	\$ 852,940.00	\$ 691,374.83	81%
Operating Trans-Out	\$ 1,771,811.00	\$ -	0%
Total Expenditures	\$ 6,216,616.00	\$ 3,990,400.11	64%

Appropriations Expended



Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	\$ 2,300,035.00	\$ 3,702,175.47	161%
Rents/Utilities/Penalties	\$ 5,238,746.00	\$ 5,129,647.42	98%
Fuel Flowage	\$ 175,000.00	\$ 162,934.93	93%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 227,920.00	\$ 419,854.87	184%
Operating Trans-In	\$ (1,421,093.00)	\$ 573,024.00	-40%
Total Revenue	\$ 6,520,608.00	\$ 9,987,636.69	153%

Revenue Received



Net Effect \$ 303,992.00 \$ 5,997,236.58

Services and Supplies Breakdown

COWCAP (County Charges)	\$ 533,833.00	\$ 533,833.00	100%
Insurance Costs	\$ 207,367.00	\$ 207,367.00	100%
Communications & Info	\$ 15,616.00	\$ 25,869.48	166%
Systems Usage	\$ 169,000.00	\$ 171,523.57	101%
Vehicle Costs	\$ 338,000.00	\$ 175,630.00	52%
Real Estate Services	\$ 381,600.00	\$ 286,030.35	75%
Utilities			

Budget Report FY 19/20 - Apple Valley Airport
Monday, June 15, 2020

Appropriations	Budget	Expended / Received	96% % Expended / Received	Percentage of the year	Notes
Services and Supplies	\$ 1,209,148.00	\$ 1,070,608.95	89%		
Central Services	\$ 38,703.00	\$ 42.00	0%		
Training/Travel	\$ 16,800.00	\$ 14,575.59	87%		
Vehicles/Equipment	\$ -	\$ -	0%		
Structures	\$ -	\$ -	0%		
Reimbursements	\$ -	\$ (896.53)	0%		
Transfers-Outs	\$ 634,678.00	\$ 529,486.51	83%		
Operating Trans-Out	\$ 1,211,686.00	\$ -	0%		
Total Expenditures	\$ 3,111,015.00	\$ 1,613,816.52	52%		

Revenue	Budget	Expended / Received	96% % Expended / Received
Property Taxes	\$ 2,300,035.00	\$ 3,702,175.47	161%
Rents/Utilities/Penalties	\$ 757,843.00	\$ 693,879.64	92%
Fuel Flowage	\$ 15,000.00	\$ 12,220.23	81%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 59,500.00	\$ 116,065.53	195%
Operating Trans-In	\$ -	\$ -	0%
Total Revenue	\$ 3,132,378.00	\$ 4,524,340.87	144%

Net Effect \$ 21,363.00 \$ 2,910,524.35

Services and Supplies Breakdown

COWCAP (County Charges)	\$ 5,489.00	\$ 5,489.00	100%
Insurance Costs	\$ 13,148.00	\$ 13,148.00	100%
Communications & Info Systems			
Usage	\$ 11,616.00	\$ 9,251.44	80%
Vehicle Costs	\$ 75,000.00	\$ 45,933.45	61%
Real Estate Services	\$ 25,000.00	\$ 16,107.00	64%
Utilities	\$ 200,000.00	\$ 121,165.05	61%

Budget Report FY 19/20 - Administration
Monday, June 15, 2020

Appropriations	Budget	Expended / Received	96% % Expended / Received	Percentage of the year	Notes
Services and Supplies	\$ 1,400,933.00	\$ 1,194,787.94	85%	Approved BAI 6-9-20	Appropriation Adj.
Central Services	\$ 40,396.00	\$ 40,394.00	100%		
Training/Travel	\$ 6,100.00	\$ 8,085.98	133%		
Vehicles/Equipment	\$ 120,115.00	\$ 60,082.08	50%		
Structures	\$ -	\$ -	0%		
Reimbursements	\$ (898,186.00)	\$ (481,419.10)	54%		
Transfers-Outs	\$ 91,262.00	\$ 45,994.37	50%		
Operating Trans-Out	\$ 560,125.00	\$ -	0%		
Total Expenditures	\$ 1,320,745.00	\$ 867,925.27	66%		

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	\$ (1,421,093.00)	\$ 573,024.00	-40%
Total Revenue	\$ (1,421,093.00)	\$ 573,005.66	-40%

Net Effect \$ (100,348.00) \$ 1,440,930.93

Services and Supplies Breakdown

COWCAP (County Charges)	\$ 528,344.00	\$ 528,344.00	100%
Insurance Costs	\$ 194,219.00	\$ 194,219.00	100%
Communications & Info Systems			
Usage	\$ -	\$ 4,408.82	0%
Vehicle Costs	\$ 35,000.00	\$ 3,572.38	10%
Real Estate Services	\$ -	\$ 21,885.50	0%
Utilities	\$ 500.00	\$ 2,231.25	446%

Budget Report FY 19/20 - Baker Airport
Monday, June 15, 2020

Appropriations	Budget	96%		Notes
		Expended / Received	Percentage of the year	
Services and Supplies	\$ 31,480.00	\$ 915.91	3%	
Central Services	\$ -	\$ -	0%	
Training/Travel	\$ -	\$ -	0%	
Vehicles/Equipment	\$ -	\$ -	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ -	\$ 540.00	0%	
Operating Trans-Out	\$ -	\$ -	0%	
Total Expenditures	\$ 31,480.00	\$ 1,455.91	5%	

Revenue	Budget	96%	
		Expended / Received	Percentage of the year
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ -	\$ -	0%
Fuel Flowage	\$ -	\$ -	0%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 20.00	\$ 40,000.00	200000%
Operating Trans-In	\$ -	\$ -	0%
Total Revenue	\$ 20.00	\$ 40,000.00	200000%

Net Effect \$ (31,460.00) \$ 38,544.09

Services and Supplies Breakdown

COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems Usage	\$ -	\$ -	0%
Vehicle Costs	\$ -	\$ -	0%
Real Estate Services	\$ -	\$ -	0%
Utilities	\$ 600.00	\$ 373.33	62%

Budget Report FY 19/20 - Chino Airport
Monday, June 15, 2020

Appropriations	Budget	96%		Notes
		Expended / Received	Percentage of the year Expended / Received	
Services and Supplies	\$ 1,128,350.00	\$ 1,045,313.76	93%	
Central Services	\$ 539.00	\$ -	0%	
Training/Travel	\$ 7,400.00	\$ 15,319.42	207%	
Vehicles/Equipment	\$ -	\$ 78,565.78	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ 125,000.00	\$ 112,344.79	90%	
Operating Trans-Out	\$ -	\$ -	0%	
Total Expenditures	\$ 1,261,289.00	\$ 1,251,543.75	99%	

Revenue	Budget	96%		Notes
		Expended / Received	Percentage of the year Expended / Received	
Property Taxes	\$ -	\$ -	0%	
Rents/Utilities/Penalties	\$ 4,433,202.00	\$ 4,386,236.69	99%	
Fuel Flowage	\$ 85,000.00	\$ 68,946.65	81%	
Cal Trans Entitlement Grant	\$ -	\$ -	0%	
Other (commissions)	\$ 138,000.00	\$ 102,164.38	74%	
Operating Trans-In	\$ -	\$ -	0%	
Total Revenue	\$ 4,656,202.00	\$ 4,557,347.72	98%	

Net Effect	\$ 3,394,913.00	\$ 3,305,803.97	
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Services and Supplies Breakdown

COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems Usage	\$ -	\$ 9,796.99	0%
Vehicle Costs	\$ -	\$ 67,272.94	0%
Real Estate Services	\$ 300,000.00	\$ 120,757.00	40%
Utilities	\$ 160,000.00	\$ 143,974.46	90%

Budget Report FY 19/20 - Barstow-Daggett Airport

Monday, June 15, 2020

Appropriations	Budget	Expended / Received	96% % Expended / Received	Percentage of the year	Notes
Services and Supplies	\$ 169,955.00	\$ 129,833.78	76%		
Central Services	\$ -	\$ -	0%		
Training/Travel	\$ 2,600.00	\$ 3,980.81	153%		
Vehicles/Equipment	\$ 10,000.00	\$ -	0%		
Structures	\$ -	\$ -	0%		
Reimbursements	\$ -	\$ -	0%		
Transfers-Outs	\$ 1,000.00	\$ 1,840.00	184%		
Operating Trans-Out	\$ -	\$ -	0%		
Total Expenditures	\$ 183,555.00	\$ 135,654.59	74%		

Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 25,000.00	\$ 27,712.09	111%
Fuel Flowage	\$ 14,000.00	\$ 14,806.12	106%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 30,000.00	\$ 80,482.02	268%
Operating Trans-In	\$ -	\$ -	0%
Total Revenue	\$ 69,000.00	\$ 123,000.23	178%
Net Effect	\$ (114,555.00)	\$ (12,654.36)	

Services and Supplies Breakdown

COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems Usage	\$ 4,000.00	\$ 2,412.23	60%
Vehicle Costs	\$ 56,000.00	\$ 54,351.85	97%
Real Estate Services	\$ 4,000.00	\$ 13,786.50	345%
Utilities	\$ 16,000.00	\$ 16,932.56	106%
			Equipment Rentals

Budget Report FY 19/20 - Needles Airport
Monday, June 15, 2020

Appropriations	Budget	96%		Notes
		Expended / Received	Percentage of the year Expended / Received	
Services and Supplies	\$ 75,300.00	\$ 47,371.79	63%	
Central Services	\$ -	\$ -	0%	
Training/Travel	\$ 8,600.00	\$ 3,017.91	35%	
Vehicles/Equipment	\$ -	\$ -	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ -	\$ 325.83	0%	
Operating Trans-Out	\$ -	\$ -	0%	
Total Expenditures	\$ 83,900.00	\$ 50,715.53	60%	

Revenue	Budget	96%	
		Expended / Received	Percentage of the year Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 12,000.00	\$ 8,514.50	71%
Fuel Flowage	\$ 1,000.00	\$ 1,461.78	146%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 200.00	\$ 40,000.00	20000%
Operating Trans-In	\$ -	\$ -	0%
Total Revenue	\$ 13,200.00	\$ 49,976.28	379%
Net Effect	\$ (70,700.00)	\$ (739.25)	

Services and Supplies Breakdown

COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems Usage	\$ -	\$ -	0%
Vehicle Costs	\$ -	\$ 42.33	0%
Real Estate Services	\$ 5,000.00	\$ 1,274.00	25%
Utilities	\$ 500.00	\$ -	0%

Budget Report FY 19/20 - Twentynine Palms Airport
Monday, June 15, 2020

Appropriations	Budget	96%		Notes
		Expended / Received	Percentage of the year Expended / Received	
Services and Supplies	\$ 222,532.00	\$ 64,623.74	29%	
Central Services	\$ -	\$ -	0%	
Training/Travel	\$ 1,100.00	\$ 521.50	47%	
Vehicles/Equipment	\$ -	\$ 3,299.97	0%	
Structures	\$ -	\$ -	0%	
Reimbursements	\$ -	\$ -	0%	
Transfers-Outs	\$ 1,000.00	\$ 843.33	84%	
Operating Trans-Out	\$ -	\$ -	0%	
Total Expenditures	\$ 224,632.00	\$ 69,288.54	31%	

Revenue	Budget	96%	
		Expended / Received	Percentage of the year Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 10,701.00	\$ 13,304.50	124%
Fuel Flowage	\$ 60,000.00	\$ 65,500.15	109%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 200.00	\$ 41,161.28	20581%
Operating Trans-In	\$ -	\$ -	0%
Total Revenue	\$ 70,901.00	\$ 119,965.93	169%
Net Effect	\$ (153,731.00)	\$ 50,677.39	

Services and Supplies Breakdown

COWCAP (County Charges)	\$ -	\$ -	0%
Insurance Costs	\$ -	\$ -	0%
Communications & Info Systems Usage	\$ -	\$ -	0%
Vehicle Costs	\$ 3,000.00	\$ 350.62	12%
Real Estate Services	\$ 4,000.00	\$ 1,820.00	46%
Utilities	\$ 4,000.00	\$ 1,353.70	34%

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

Monday, June 15, 2020

96% Percentage of the year

Appropriations	Budget	Expended / Received	% Expended / Received
Payroll, Services and Supplies	\$ 4,784,002.00	\$ 4,468,283.46	93%
Central Services	\$ 40,935.00	\$ 40,394.00	99%
Training/Travel	\$ 25,800.00	\$ 30,925.62	120%
Vehicles/Equipment	\$ 130,115.00	\$ 141,947.83	109%
Structures	\$ -	\$ -	0%
Reimbursements	\$ (898,186.00)	\$ (481,419.10)	54%
Transfers-Outs	\$ 218,262.00	\$ 161,888.32	74%
Operating Trans-Out	\$ 560,125.00	\$ -	0%
Total Expenditures	\$ 4,861,053.00	\$ 4,362,020.13	90%

Appropriations Expended



Revenue	Budget	Expended / Received	% Expended / Received
Property Taxes	\$ -	\$ -	0%
Rents/Utilities/Penalties	\$ 4,480,903.00	\$ 4,435,767.78	99%
Fuel Flowage	\$ 160,000.00	\$ 150,714.70	94%
Cal Trans Entitlement Grant	\$ -	\$ -	0%
Other (commissions)	\$ 168,420.00	\$ 303,789.34	180%
Operating Trans-In	\$ (1,421,093.00)	\$ 573,024.00	-40%
Total Revenue	\$ 3,388,230.00	\$ 5,463,295.82	161%

Appropriations Expended



Net Effect \$ (1,472,823.00) \$ 1,101,275.69

Services and Supplies Breakdown

COWCAP (County Charges)	\$ 528,344.00	\$ 528,344.00	100%
Insurance Costs	\$ 194,219.00	\$ 194,219.00	100%
Communications & Info	\$ 4,000.00	\$ 16,618.04	415%
Systems Usage	\$ 94,000.00	\$ 125,590.12	134%
Vehicle Costs	\$ 313,000.00	\$ 159,523.00	51%
Real Estate Services	\$ 181,600.00	\$ 164,865.30	91%
Utilities			



Interoffice Memo

DATE: June 18, 2020

PHONE: 387-8810

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

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

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

SUBJECT: **MONTHLY REPORT**

COVID-19 UPDATE

- All administrative staff returned to the office June 1, 2020.
- The County Administrative Office has put in place Position Control Measures for all vacant and requested positions.

ADMIN

- Attend weekly COVID-19 County Administration Coordinating Call
- FAA Coordination meeting. Discussion ensued regarding ongoing maintenance measures and improvements.
- Fiscal staff have undertaken the year-end closing process, CSA-60

CHINO

- Additional ramp permits issued to Threshold Technologies for a total of ten Airbus commercial aircraft.
- All flight schools have reopened.
- CNO Operations: May 14,302, June 6,735 to date.
- Flo's restaurant has opened.

DESERT AIRPORTS

- TNP and EED Fuel operations have been updated with the new Qt-Pod card reader.
- TNP fuel system was down over the weekend of June 12th due to Frontier services being disrupted.

APPLE VALLEY

- The Little Aviator Café has opened

CHINO AIRPORT OPERATIONS

Month	2016	2017	2018	2019	2020	Current Year Monthly Breakdown								
January	14206	11685	17892	13452	21607	Itinerant	Local	AC	AT	GA	MI	Civil	Mil	IFR
February	14675	11905	16439	14957	19644	7643	13964	1	49	7549	44	13958	6	1651
March	14906	16145	17611	16760	13354	6783	12861	2	53	6683	45	12778	83	1318
April	14330	16259	18493	19014	8606	4011	9343	7	37	3932	35	9271	72	995
May	14783	19164	20200	17680	0	3031	5575	1	18	2939	73	5443	132	648
June	14431	17387	20163	18774	0	0	0							
July	15220	19569	16071	18565	0	0	0							
August	16883	17968	17683	20322	0	0	0							
September	15217	18135	16313	19351	0	0	0							
October	13993	20969	16123	19405	0	0	0							
November	15267	18366	13413	19629	0	0	0							
December	13672	15538	13880	19272	0	0	0							
Total	177,583	203,090	204,281	217,181	63,211	21,468	41,743	11	157	21103	197	41450	293	4612

