

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
January 20, 2022.**

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

**Commission Members Present:**

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

**Commission Members Absent:**

Dillan Lesovsky, First District

**Staff Present:**

James E. Jenkins, Director  
Maureen A. Snelgrove, Assistant Director  
Nicole Leyden, Secretary  
Tammy Gann, Communications Officer

Department of Airports  
Department of Airports  
Department of Airports  
Department of Airports

**Public Participation:**

Chuck McCormick

Mead and Hunt Engineering

**Public Participation:**

None

**Pledge of Allegiance**

Led by Commissioner Ray M Marquez.

**Report on Posting of Agenda:**

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

**Awards, Guest Introductions and Announcements:**

Commissioners and guests introduced themselves.

Mr. Jenkins announced that Department Staff Analyst II, Erin Johnson has accepted a promotional opportunity with the Department of Behavioral Health and is no longer with the department. Airport Planner, Adrianna Ortiz has also accepted a promotional opportunity and is no longer with the department. Airports is working on recruiting and filling those vacant positions.

**Action Item - Approval of Commission Meeting Minutes, December 2, 2021**

Moved by Commissioner Smith seconded by Commissioner Marquez. The item passed unanimously to approve the commission meeting minutes from December 2, 2021. Ayes – 7, Nays – 0, Absent – 1. All commissioners present voted in favor.

**Commissioner Reports/Comments**

Commissioner Asmus expressed audio is unevenly heard.  
Commissioner Bagley spoke regarding the agenda  
Commissioner Marquez thanked Christine for her leadership especially through Covid.

**Public Comments**

None

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

Mr. Jenkins gave a brief update. The Department is awaiting the delivery of the right of way circulation deliverable by the consultants. It is still under review to identify all the municipal needs around Chino Airport. The City of Chino continues work on Kimball Ave and the installation of the stormwater conveyance structure. The City intends to open Kimball February 22<sup>nd</sup>. It is unclear whether the whole structure will be completed by that time. The department is continuing to monitor the progress to see what they will accomplish from now to that time.

The right of way corridor for Merrill Avenue is still underway. There was an update provided regarding nighttime construction that is to begin at the beginning of the week. It seems there are difficulties in getting the project underway. The construction is completely staged on Merrill Ave. The Department is awaiting deliverance and once it is attained, we intend to fulfill the wants and needs for Chino Airport property through the improvements of sidewalks, street lighting, roadway widenings, and curbs and gutters that are a part of the masterplan presentation to the FAA, so it is clear to the FAA that there are property rights needed to improve the driveways around the airport perimeter.

**Information Item: Department of Airports Video**

Ms. Gann gave a brief update. The segment for Baker Airport is complete and some of the video footage for Twentynine Palms has been done. Ms. Gann stated that she is going to reschedule in the next two weeks to finish the Twentynine Palms video. She would like to work on Daggett Airport video at the next Commissioner Meeting on February 17. She plans to film Needles Airport on March 17, Apple Valley in April and Chino in May to complete them all by June.

**Director's Reports***Capital Improvements*

- Apple Valley
  - Partnership with CA Highway Patrol – Installation of retro charging stations for electrical vehicles.

*Board of Supervisors Activity*

- Short term lease listings of transactions that are not Board approved presented December 2.
- On December 14, a transaction for B-210 Entity regarding their sublease was presented to the Board. After consideration, it was agreed this transaction can be executed by Real Estate Services Director Terry Thompson.

*Real Estate*

- SOP process ended for Hangars A-385 & A-390, currently leased by Santiago Communities. Financial review recommended Santiago Communities Incorporated are selected to have the facility.

*Financial Report*

Mr. Jenkins shared that The Department is currently at 54% of the fiscal year. Department expenditures are at 69% and revenue is at 96%. Expenditures increased due to the installation of Air Conditioning Units in Chino and Barstow Daggett Airports. There was also many pavement improvements and repairs. These expenses will be offset with a portion of the revenues from the reserves. For the balance of the airports, expenditures are at 70% due to major projects which were addressed for health and safety purposes. In early 2021 there were several air conditioners which failed and were funded by monies from the Operations budget. This money will be replenished with funds from the Department Reserves January 25<sup>th</sup>. Due to some of these unanticipated expenditures the Department will be rebalancing some accounts in the upcoming budget adjustment cycle.

## **Monthly Report**

### *Assistant Director*

- **Admin**
  - Positions for Chino Airport Manager and Apple Valley Manager - Second interviews were conducted with Mr., Jimenez and are waiting for final recommendations from CAO office for both positions
  - Staff Analyst – Waiting for HR to approve classification list
  - Position for Operations Tech – test to be administered with a list to follow in January.
  - Quarterly meeting with LA ADO.
  - COVID Omicron Update – Customer Service Window closed, communicating electronically, tenants compliant with mask, majority administration staff is on modified telework schedule to end of January with a possibility of extending into February.
  
- **Chino Airport**
  - Small fire in Hangar B-185 due to a combustible in the cabinet – Fire was put out quickly and minor damage to the Hangar
  - Chino Airport will be in possession of Hangar A230- Chino Staff is participating in the repossession of the aircraft.
  
- **All Airports**
  - Staff Started maintenance on the runway path with asphalt in the Desert, Chino and Apple Valley Airports.

### **Chino Airport Operations**

Through November 2021 Chino operational count is at 181,000. It is anticipated that the count will be 200,000 by the end of the year. This is close to 2019 operational activity of 217,000. Chino activity is very busy with training and transient activities.

Mr. Jenkins explained that the Department has been dealing with complaints from nearby residents due to aircrafts being utilized with larger noise footprint which created larger noise profile and created vibration over the hills. Residents from Chino Hills and other nearby areas called regarding increased activity and FedEx transportation. The department is doing the best to educate the community and explain that there is no FedEx air transportation. The Administration staff received these complaints through our partnership with the fourth district supervisor office which has a website as well as direct emails, phone calls and City of Chino emails.

Mr. McCormick explains Automatic Data Surveillance Broadcast, which sends out GPS signal to FAA and other sources and it records the GPS location. This includes the longitude, elevation and speed of the aircraft. Not all aircrafts have this device but most of them do, and it is a requirement the FAA stipulated the aircrafts to have. The device signals to track the in and outs of the aircraft to help with the operational count and the traffic counts can then later be attained through third-party vendors.

Mr. Jenkins stated that in September the Department submitted through the County's Legislative Office submittals for federal funding to Congresswoman Torres's office and other Congressional districts. The department has received grant funds through the FAA. Ms. Snelgrove stated that this cycle total distribution has been \$159,000. In addition, there is going to be a five-year period that involves the ACIP and designated bill that distributes dollar amount per airport. Mr. Jenkins

adds that we updated our aircraft count based on the masterplan in Chino. This information is used to assign dollar amounts.

Mr. Jenkins explains that the FAA indicates global operations in terms of traffic so the department provides the breakdown of traffic vs flight training. There is also further broken down in categories. Tail #'s can be useful in the future to gain more information to target specific sectors in communities. Data can also be purchased from third-party vendors.

**Other Business**

None

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

The next meeting will be held on Thursday, February 17, 2022, at 10:00 a.m. at Department of Airports, 39500 National Trails Highway, Box 3, Daggett, CA 92327.

**Adjournment:** Meeting was adjourned by Commissioner Bagley at 10:45 a.m.

Respectfully submitted,



Ray Marquez, Chair  
Airports Commission



James E. Jenkins, Director  
Department of Airports

N/A

-----  
Nicole Leyden, Secretary  
Department of Airports