

**AGENDA**  
**AIRPORTS COMMISSION -- SAN BERNARDINO COUNTY**

**December 1, 2022, 10:00 A.M.**

Meeting Location  
Airports Administrative Office  
268 W. Hospitality Lane, 3<sup>rd</sup> Floor  
San Bernardino, Ca 92408

Visitors are requested to make comments or ask questions only on those items not identified in the agenda.

There is a 3-minute time limit per visitor

<https://zoom.us>

Join Zoom Meeting

<https://us06web.zoom.us/j/87809506702?pwd=V0wzMFNwRVdRbC9YWXBZ090ZGliQT09>

Meeting ID: 878 0950 6702

Passcode: 021102

Dial by your location

+1 669 900 6833 US (San Jose)

**1. Call To Order – *Chairman Ray M. Marquez***

Larry Asmus, Valley At Large	_____
Jim Bagley, Desert at Large	_____
Dillon Lesovsky, First District	_____
Christine Canepa, Second District,	_____
William Smith, Third District	_____
Ray M. Marquez, Fourth District, Chair	_____
Mark Alvarez, Fifth District, Vice Chair	_____

**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, October 26, 2022.  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_

6. **Action Item:** Nominations and Election of Airports Commission Chairman for 2023.  
Motion: Second:
7. **Action Item:** Nominations and Election of Airports Commission Vice Chairman for 2023.  
Motion: Second:
8. **Action Item:** Review and Approval of 2023 Airports Commission Meeting Calendar.  
Motion: Second:

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

10. **Public Comments**

Public questions/comments can be e-mailed to: [Outreach@airports.sbcounty.gov](mailto:Outreach@airports.sbcounty.gov)

11. **Discussion Item:** Bi-Annual Airport Tour of Designated Airports and Meeting Locations.

12. **Information Item:** Chino Airport Traffic Circulation / Right of Way Dedications.  
Presented by Director Jenkins

13. **Information Item:** Department of Airports Video.  
Presented by Tammy Gann

14. **Director's Reports**

- **Tab 1 Capital Improvement Program:** Maureen A. Snelgrove, Assistant Director
- **Tab 2 Board of Supervisors Activity:** James E. Jenkins, Director
- **Tab 3 Real Estate:** Lorraine Davila, Real Property Agent III
- **Tab 4 Finance:** Erin Johnson, Staff Analyst
- **Tab 5 Monthly Staff Reports:** Assistant Director Snelgrove
- **Tab 6 CNO Operations:** Director Jenkins
- **Tab 7 Other Business**

15. **Time and Date of Next Meeting:** 10:00 a.m., January 19, 2023, at Department of Airports, 268 Hospitality Lane, 3<sup>rd</sup> Floor, San Bernardino, Ca 92408.

16. **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**  
**October 26, 2022.**

1. Meeting Called to Order

Called to order at 10:14 a.m. by Commissioner Ray Marquez.

**Commission Members Present:**

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

**Commission Members Absent**

Dillan Lesovsky, First District

**Staff Present:**

James E. Jenkins, Director  
Nicole Leyden, Secretary I  
Alfonso Romo, Maintenance Supervisor  
Jared Green, Maintenance Worker I  
Eddie Trujillo, Maintenance Worker I  
Tammy Gann, Communications Officer  
Lorraine Davila, Real Property Agent II

Department of Airports  
Department of Airports  
Department of Airports  
Department of Airports  
Department of Airports  
Department of Airports  
Real Estate Services

**Public Participation:**

Bob Velker  
Rob Mangold  
Mateo Giraldo  
Karl Higgins

Chino Development League  
Visitor, Mike Mangold's Brother  
Visitor  
Montecito Development

2. Pledge of Allegiance

Led by Mark Alvarez.

3. Report on Posting of Agenda:

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

4. Awards, Guest Introductions and Announcements:

Commissioners and guests introduced themselves.

5. Action Item - Approval of Commission Meeting Minutes, August 18, 2022

Motion: Commissioner Alvarez

Abstained: n/a

Second: Commissioner Bagley

Minutes approved.

6. Action Item - Approval of Commission Meeting Minutes, September 29, 2022

Motion: Commissioner Bagley

Abstained: n/a

Second: Commissioner Alvarez

Minutes approved.

7. Commissioner Reports/Comments

Commissioner Bagley congratulated the Department of Airports' staff for their hard work with the Apple Valley Airshow, as he shared that it was a great success.

Commissioner Bagley inquired on the status of the large hangar at Twentynine Palms Airport.

Mr. Jenkins pointed out that there have been two exchanges of negotiations with the party that responded to the Solicitation of Proposal. After the last round of discussions Mr. Jenkins made a recommendation that we will counter with a final and best offer from the county's perspective.

Commissioner Canepa also congratulated staff on their great job with the airshow and to Susan Newman-Harrison, who acquired an abundance of sponsors this year. She also expressed concern over the time it took to drive into and out of the event.

Commissioner Marquez inquired about Airport Commissioners getting invited to the State of the County event. Mr. Jenkins stated that he will ensure that they are invited to it in the future.

Commissioner Marquez asked if a tour of the airports can be scheduled for the commissioners. He would like this added to the next agenda for discussion. Mr. Jenkins said that the Department can assist with this.

**8. Public Comments**

Mr. Velker shared that development for Chino Development's hangars is moving forward very quickly.

Mr. Mangold shared that the Apple Valley Airshow was an unbelievable success. He said that the long wait in traffic was a sign of a good event.

**9. Information Item: Apple Valley Airshow**

Mr. Jenkins pointed out that the attendance was approximately eight thousand, which is similar to the attendance the airshow had in 2019. Susan Newman-Harrison did a fantastic job at acquiring additional sponsorships this year. The car show was well attended. There were 3-4 medical transports, which were all heat related. The one item which has been commented about is the traffic coming into the airport for the event. The Sheriff's Department controlled the traffic on the public roadways. At Dale Evans and Corwin Road traffic was very heavy, as that's where the bottleneck occurred. It went smoothly once the traffic passed that point and drove into the parking lots. The Department paid for a traffic control plan to be completed by C & S Engineers. Mr. Jenkins proceeded to point out that the additional 20 acres of property which is used for parking is currently for sale. The County may not invest in this property for only a one-day event held once a year. Without that parking area the airshow will not be able to be managed in its current form. A different type of event would have to be done. Several options will be considered.

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

Mr. Jenkins pointed out that there has been some movement in the last two weeks which has been beneficial. The City of Ontario has begun their improvements to Merrill Avenue. This will be a forty-day project starting November 4<sup>th</sup>. They will begin on the City of Chino side of the roadway and progress to the north side. They have ensured that airport entrances will remain unencumbered and available for use. The City of Chino is engaged with the City of Ontario to discuss what Ontario needs from the County in terms of property rights associated with intersections on Merrill Avenue. The Department had a recent meeting with the FAA to discuss what the process would be for the County to grant permanent rights to the City. A narrative checklist was given, which the Department is moving forward with.

**11. Information Item: Department of Airports Video**

Tammy shared that three videos have been completed and she will have them ready to be viewed at the December commission meeting.

**12. Director's Reports**

*Tab 1 - Capital Improvements –Director Jenkins*

- Apple Valley
  - Café patio –90% Submittal plans received and under review.
  - Taxiway – reconstruction and drainage improvements and Wash Rack – Bid packages going before the Board January 25th.
  - Terminal Parking Lot – Design for charging station conduits being updated; Moving forward with Southern California Edison.
  - Perimeter Fence Improvements – Design and Environmental are underway.
- Chino
  - A-550 Phase II (minor additions) – Started October 20<sup>th</sup> and will be completed by November 7<sup>th</sup>.
- Admin
  - Relocation of Administrative Office from 777 East Rialto to 268 Hospitality Ln – construction started 8/6/22. Move date is December 4<sup>th</sup>.

*Tab 2 - Board of Supervisors Activity – Director Jenkins*

- October 4 – Approval of routine short-term lease agreements.

*Tab 3 - Real Estate – Lorraine Davila, Real Property Agent III*

- Flo's Airport Café – scheduled for commencement on 11/1/22. Additional tenant improvements to be added to lease renewal.
- Pending release of several Solicitation of Proposals for Chino Airport.

*Tab 4 - Financial Report – Director Jenkins*

The Department is currently at 31% of the year. Expenditures are at 11% and revenues are also at 11%. The Department controls its expenses. If we are not on target, then money will not be spent.

*Tab 5 - Monthly Report**Assistant Director Snelgrove*

- **Admin**
  - 10/6/22 - Attended the Society for Marketing Professional Services (SMPS) IE Chapter for a panel discussion about General Aviation. The panel discussed what is important in the review of proposals for airport projects.
- **Chino Airport**
  - 10/17/22 – Attended pre-construction meeting for the Merrill Avenue South Widening Project. No street closures are anticipated.
  - 10/19/22 - Groundwork has begun at B-310 Chino Development League's hangar development project.
  - 10/20/22 - Construction at A550 Chino Administration started and is expected to conclude November 7<sup>th</sup>.
- **Desert Airports**
  - Twentynine Palms Airport – 5010 Inspection completed.
- **Apple Valley Airport**

- o 10/8/22 - Apple Valley Airshow was a success. Thank you to all staff that participated to make the show a success.

*Tab 6 - Chino Airport Operations – Director Jenkins*

The operational count for Chino Airport through September is 153,777. These numbers compared to previous years, are on target. The numbers are definitely trending to about 200,000 for the year. We were at 194,000 last year and in 2019 were at 217, 000. The fuel flow numbers are showing that the operational numbers are true and steady.

Mr. Jenkins shared that the Department is in the process of acquiring technology to be able to monitor the traffic in the outlying airports. We are hoping to have this in place by mid-2023.

*Tab 7 - Other Business*  
None

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

The next meeting will be held on Thursday, December 1, 2022, at 10:00 a.m. at Chino Airport – 7000 Merrill Avenue, Chino, Ca 91710

**14. Adjournment:** Meeting was adjourned by Commissioner Marquez at 11:10 a.m.

Respectfully submitted,

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Ray Marquez  
Airports Commission

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James E. Jenkins, Director  
Department of Airports

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Nicole Leyden, Secretary  
Department of Airports



**AIRPORT COMMISSION MEETING SCHEDULE FOR 2023**  
**San Bernardino County**  
**Department of Airports**

Meetings are generally held the third Thursday of every month at the Department of Airports, 268 Hospitality Lane, 3<sup>rd</sup> Floor, San Bernardino, CA, 92408-3241 or at various County Airport locations, at 10:00 a.m., unless shown otherwise.

<b>DATE</b>	<b>LOCATION</b>
January 19	Department of Airports
February 16	Barstow-Daggett Airport
March 16	Needles
April 20	Chino Airport
May 18	Department of Airports
June 15	Chino Airport
July	Dark
August 17	Chino Airport
September 21	Apple Valley Airport
October 19	Twentynine Palms Airport
November	Dark
December 7	Chino Airport



# Interoffice Memo

DATE: November 23, 2022

PHONE: (909) 387-8810

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

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

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SUBJECT: **CIP UPDATE – MONTHLY REPORT**

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AIRPORT	PROJECT	PHASE	STATUS
APV	Terminal Parking Lot Pavement and Drainage Improvement	DESIGN	SCE has determined the proposed project does meet cost thresholds. The design will require updating.
APV	Taxiway Reconstruction and Drainage Improvements	DESIGN	Bid package scheduled for Board approval January 25, 2023
APV	Wash Rack	DESIGN	Bid package scheduled for Board approval January 25, 2023.
APV	Café Patio	DESIGN	90% submittal received and under review. Selection of materials scheduled November 30, 2022
APV	Perimeter Fence Improvements	DESIGN	Design & Environmental
CNO	A-550 Phase II	DESIGN	Construction 98% complete.
ADMIN	268 Hospitality Relocation	CONSTRUCTION	The office has moved and is conducting business.





# Interoffice Memo

DATE: November 23, 2022

PHONE: 909 387-8810

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

MAIL CODE: 0831

TO: **AIRPORT COMMISSIONERS**

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SUBJECT: **BOARD OF SUPERVISORS ACTIVITY – OCTOBER 26, 2022 – DECEMBER 1, 2022**

<b>APPROVED BOARD AGENDA ITEMS</b>			
<b>Board Date</b>	<b>Agenda Item No.</b>	<b>Subject</b>	<b>Recommendation</b>
<b>11/15/22</b>	<b>#105</b>	Approve Short-Term Real Estate Leases	Approve short-term real estate leases for the Department of Airports.



# Interoffice Memo

DATE: December 22, 2022

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

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SUBJECT: **MONTHLY REPORT**

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## ADMIN

- 11/7 – 11/18 Administration staff coordinated the relocation of the department administration office from Rialto Avenue to Hospitality Lane.
- 11/15/22 Participated in the Pre-Bid Meeting for the Chino Remediation On-Site Wells Construction Project.

## CHINO

- 11/21/22 – Dome 4 Building A435 has been returned to the County from the Chino Valley Fire Department. Risk Management is coordinating with insurance investigators.
- 10/20/22 – Construction is complete A550 Chino Administration.
- 11/4/2022 – Merrill Avenue construction markings have been placed. Roadway potholing started 11/17 with traffic control, roadway enhancements are now underway.

## DESERT AIRPORTS

- TNP – Ongoing maintenance.
- DAG – Ongoing coordination with Risk Management for the removal of the Nose Dock and old CHP building.
- EED – Ongoing maintenance.

## APPLE VALLEY

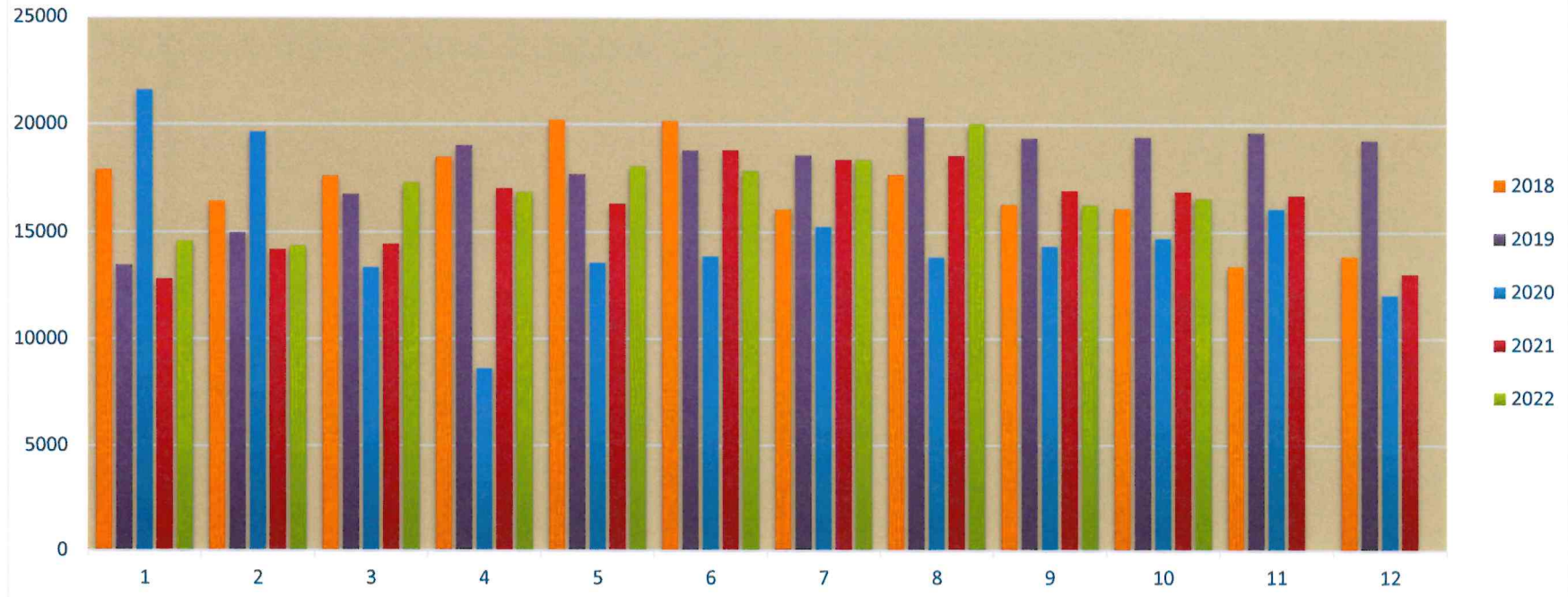
- Ongoing runway maintenance and signage improvements.

# CHINO AIRPORT OPERATIONS

Month	2018	2019	2020	2021	2022
January	17892	13452	21607	12811	14589
February	16439	14957	19644	14178	14373
March	17611	16760	13354	14437	17304
April	18493	19014	8606	17029	16869
May	20200	17680	13571	16325	18078
June	20163	18774	13881	18796	17855
July	16071	18565	15261	18367	18381
August	17683	20322	13840	18555	20043
September	16313	19351	14344	16939	16285
October	16123	19405	14716	16891	16582
November	13413	19629	16104	16724	0
December	13880	19272	12063	13049	0
<b>Total</b>	<b>204,281</b>	<b>217,181</b>	<b>176,991</b>	<b>194,101</b>	<b>170,359</b>
<b>Audited by TAF</b>	<b>215,768</b>	<b>202,291</b>	<b>192,414</b>	<b>190,604</b>	

## Current Year Monthly Breakdown

Itinerant	Local	AC	AT	GA	MI	Civil	Mil	IFR
4325	10264	0	7	4,254	64	10,136	128	937
5017	9356	3	44	4,833	137	9,265	91	859
5757	11547	10	43	5,507	197	11,409	138	1051
5334	11535	16	35	5,138	145	11,446	89	1,050
6212	11866	9	36	5,997	170	11,818	48	1,170
5842	12013	23	51	5,599	169	11,918	95	1,106
5908	12473	2	39	5,750	117	12,432	41	949
6316	13727	0	52	6,126	138	13,606	121	1,103
5013	11272	0	33	4,846	134	11,111	161	873
5487	11095	7	39	5,339	102	11,030	65	1,020
<b>55,211</b>	<b>115,148</b>	<b>70</b>	<b>379</b>	<b>53389</b>	<b>1373</b>	<b>114171</b>	<b>977</b>	<b>10118</b>



TAF (Terminal Area Forecast)