

SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
January 18, 2024

1. Meeting Called to Order

Called to order at 10:00 a.m. by Commission Bagley

Commission Members Present:

Ray Marquez, Fourth District,
 Mark Alvarez, Fifth District,
 William Smith, Third District
 Larry Asmus, Valley at Large, Vice Chair
 Jim Bagley, Desert at Large, Chair
 Dillon, Lesovsky, First District, Via Zoom
 William Waddingham, Second District Via Zoom

Commission Members Absent

Staff Present:

James E. Jenkins, Past Director
 Brett Godown, Director
 Maureen A. Snelgrove, Assistant Director
 Erin Johnson, Staff Analyst II
 Joy Forbes, Real Property Agent III
 Audrey Roque, Real Property Agent II
 Tammy Gann, Public Information

Department of Airports
 Department of Airports via Zoom
 Department of Airports
 Department of Airports
 Real Estate Services
 Real Estate Services
 Department of Airports via Zoom

Public Participation:

Harry Luth
 Carl Scholl
 Chuck McCormick
 Matt Nightingale
 Doug Crowther
 Robert Velker
 Manuel Zavala

Chino Valley Fire District
 Aero Trader
 Head & Hunt
 Aero Sport
 Threshold
 Visitor
 Visitor

2. Pledge of Allegiance

Led by

3. Report on Posting of Agenda:

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

4. Awards, Guest Introductions and Announcements:

Mr. Brett Godown was introduced as the new director for the Department of Airports.

5. Action item – Approval of Commission Meeting Minutes, October 26, 2023.

Postponed to February 2024.

6. Action Item - Approval of Commission Meeting Minutes, December 7, 2023.

Postponed to February 2024.

7. Action Item – Review and Approval of the revised 2024 Airports Commission Meeting Calendar

The March and April meeting locations were interchanged. The March meeting will be held at Chino Airport and the April meeting at Needles Airport.

Motion: Commissioner Alvarez Second: Commissioner Waddingham
The item passes unanimously to approve. Ayes – 7, Nays – 0, Absent – 0.

8. Commissioner Reports/Comments

Mr. Marquez commented on the on-going road conditions around Chino. Specifically the stop sign at Sultana is hidden by a road sign.

Mr. Bagley welcomed Mr. Godown back. Mr. Jenkins added that the hand-over of the department leadership was unique in the County as the director's position will be dual-filled through the end of March 2024.

Mr. Marquez requested that the County CEO be invited to the Chino meeting. The State of the County is approaching, and the Airport Commissioners should be included.

9. Public Comments

Matt Nightingale requested a street address be provided at Gate #3 to assist with drivers locating the airport.

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

Mr. Jenkins reported on the following items:

- Left turn pocket on Kimball Avenue into the Airport Commercial Hangar Complex.
- Kimball Avenue widening and Edison pole relocation.
- Stormwater conveyance structure.
- Merrill Avenue widening. Once Right of Way/Right of Entry for construction is in place the construction on the south side of Merrill will begin for approximately 4 – 6 months.

Mr. Marquez shared that improvements on Euclid Avenue/Highway 83 (Euclid) are being managed by the Cities of Ontario and Chino. Both cities are looking to control access points from Euclid and are working with Caltrans for long-term control and encroachments into developments.

11. Information Item: Apple Valley Terminal Remodel

Ms. Snelgrove presented an overview of the terminal remodel, café patio expansion and parking lot rehabilitation.

12. Director's Reports

Mr. Jenkin's stated that there will be a presentation of the Barstow-Daggett nose dock abatement issues.

Tab 1 - Capital Improvements – Assistant Director Snelgrove

- Apple Valley
 - Terminal Parking Lot Pavement and Drainage Improvement is in pre-construction, Bid package pending. Hold construction until the Terminal and Café are complete.
 - Café Patio is in design. Specifications and bid package in development.
 - Terminal Remodel is in design.
 - Wash Rack is in pre-construction with the Bid package pending Board consideration on 02/06/2024.
- Chino
 - Building A-435 clean-up and remediation the commencement of work is anticipated for January 2024.

Tab 2 - Board of Supervisors Activity – Director Jenkins

- 9/12/23 Item #68 Use Permit for Use of Vacant land for the 2023 Apple Valley Airshow overflow parking lot.
- 9/26/23 Item #78 Department of Airports Short-Term, Real Estate Leasing Activity.

- 9/26/23 Item #79 Agreement between San Bernardino County and County Service Area 60 – Apple Valley Airport for construction projects.
- 10/24/23 Item #87 Department of Airports Short-Term, Real Estate Leasing Activity.
- 11/14/23 Item #67 Consultant Agreement with Jones, Lang, LaSalle Brokerage, Inc. for Marketing and Commercial Brokerage Services at Chino Airport. Postponed to 12/5/23.
- 11/14/23 Item #89 Department of Airports Short-Term, Real Estate Leasing Activity.
- 11/14/23 Item #92 Amendments to Contracts for On-Call Airport Planning, Architectural/Engineering and Special Services.
- 12/05/23 Item #23 Appointment of Pool Committee Members and Alternatives to the Chino Basin Watermaster.
- 12/05/23 Item 56 Consultant Agreement with Jones, Lang, LaSalle Brokerage, Inc. for Marketing and Commercial Brokerage Services at Chino Airport.
- 12/05/23 Item #75 Department of Airports Short-Term, Real Estate Leasing Activity.

Mr. Asmus inquired about development opportunities at Barstow-Dagget Airport. Mr. Jenkins replied that in the past there has been interest from Cushman Wakefield for the development of a railroad spur to an interior location.

*Tab 3 - Real Estate – Lorraine Davila, Real Property Agent III
No report received.*

Tab 4 - Financial Report – Erin Johnson, Staff Analyst

The department is currently 44% through the fiscal year. Department wide expenditures are at 21% and revenues are at 25%.

Tab 5 - Monthly Report

Assistant Director Snelgrove

- **Admin** – There are vacancies of (1) Staff Analyst, (1) Operations Tech and (1) General Services Worker.
- **Chino Airport** – 11/29/23 The Aviation Forecast Approval received from the FAA. The ALP continues to be reviewed by the FAA's Lines of Business.
- **Apple Valley Airport** – 11/29/23 The Aviation Forecast Approval received from the FAA. The ALP continues to be reviewed by the FAA's Lines of Business.

Apple Valley Airport Manager – Greg Zarco

- 10/23 – 26/2023 Attend Airport Leadership Development Course provided by California Airports Council (CAC).
- Assisting with the upgrading of internet service at DAG.
- 10/30/23 Caltrans inspection response completed with tasks assigned and planned for 2024.
- Staff are upgrading the oil containment, a new 250 gallon container was installed 12/5/23.
- Coordinating the virtual installation of VirTower. This will facilitate operations counts at Apple Valley Airport.

Tab 6 - Chino Airport Operations – Director Jenkins

Mr. Jenkins stated that 2019 was the banner year with 202,291 operations. For 2023 through the month of October operations are at 19,116.

Tab 7 - Other Business

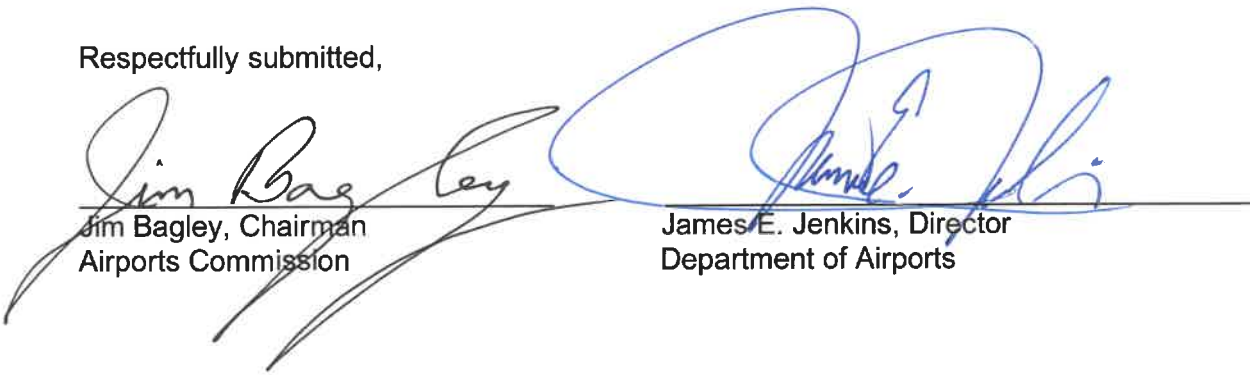
None

13. Date, Time, and Place of Next Meeting

February 15, 2024, 10:00 am – Barstow-Daggett Airport, 39500 National Trails Highway, Daggett CA 92337

14. Adjournment: Meeting adjourned at 11:43

Respectfully submitted,



Two handwritten signatures in blue ink are positioned above a horizontal line. The signature on the left is for Jim Bagley, and the signature on the right is for James E. Jenkins.

Jim Bagley, Chairman
Airports Commission

James E. Jenkins, Director
Department of Airports

SNA

Secretary
Department of Airports