

SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
February 15, 2024

1. Meeting Called to Order

Called to order at 10:14 a.m. by Commission Bagley

Commission Members Present:

Mark Alvarez, Fifth District
William Smith, Third District
William Waddingham, Second District
Jim Bagley, Desert at Large, Chair

Commission Members Absent

Larry Asmus, Valley at Large, Vice Chair
Dillon Lesovsky, First District
Ray M. Marquez, Fourth District

Staff Present:

Brett Godown, Director
Maureen A. Snelgrove, Assistant Director
Erin Johnson, Staff Analyst II
Greg Zarco, Apple Valley Airport Manager
Kyle Benoit, Chino Airport Manager
Jared Green, Maintenance Supervisor
Ed Trujillo, Ops Tech

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Public Participation:

Ron Hamm, Daggett Aviation
Bob Velker, Guest
Jackson Lennon, Guest

2. Pledge of Allegiance

Led by William Smith

3. Report on Posting of Agenda:

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

4. Awards, Guest Introductions and Announcements:

None.

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

Motion: Commissioner Alvarez
Abstained: n/a

Seconded: Commissioner Smith
Minutes Approved.

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

Motion: Commissioner Smith
Abstained: n/a

Seconded: Commissioner Alvarez
Minutes Approved.

7. Commissioner Reports/Comments

No comments.

8. Public Comments

No public comments.

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

Mr. Godown reported,

- Left turn pocket on Kimball Avenue into the Airport Commercial Hangar Complex.
 - The City of Chino is ready to put this project out to bid.
- Kimball Avenue widening and Edison pole relocation.
 - Edison is ready to schedule the relocation of power poles and then transition the line from the old power poles to the new poles.
- Stormwater conveyance structure.
 - The conveyance structure project is 90% complete and has functioned as designed in the past two winter storms.
- Merrill Avenue Right of Entry (RoE) and street widening project.
 - The RoE is substantially complete. Once signed by both parties the widening on the south side of Merrill Avenue will begin and is expected to take approximately six months.
 - A question was asked about how much of the Airport property will be needed for the widening. Mr. Godown expressed that approximately 20 – 30 feet to ultimate right-of-way from existing road edge, depending on location.

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.

10. Information Item: Apple Valley Terminal Remodel

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

11. 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 Vir Tower. 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

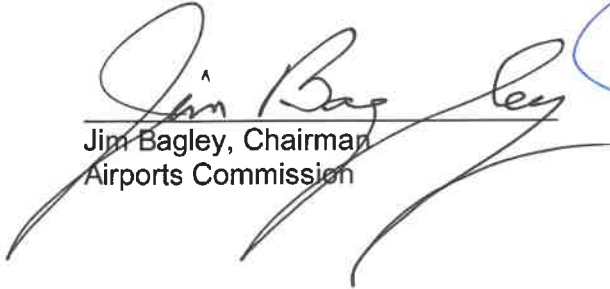
None

12. Date, Time, and Place of Next Meeting

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

13. Adjournment: Meeting adjourned at 11:43

Respectfully submitted,



Jim Bagley, Chairman
Airports Commission



James E. Jenkins, Director
Department of Airports

SNA

Secretary
Department of Airports