

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING**  
**March 21, 2024**

**1. Meeting Called to Order**

Called to order at 10:12 A.M. by Commissioner Jim Bagley

**Commission Members Present**

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

**Commission Members Absent**

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

**Staff Present:**

James Jenkins, Director  
Brett Godown, Director  
Maureen A. Snelgrove, Assistant Director  
Erin Johnson, Staff Analyst II  
Greg Zarco, Chino Airport Manager  
Vince Corona, Apple Valley Airport Manager  
Jared Green, Maintenance Supervisor  
Ed Trujillo, Ops Tech  
Kyle Benoit, Airport Manager  
Trevor Leja, Assistant Administrative Officer

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Administrative Offices

**Public Participation:**

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

**2. Pledge of Allegiance**

Led by Commissioner, Mark Alvarez

**3. Report on Posting of Agenda:**

Mr. Godown stated that the agenda had been posted accordingly by the Brown Act and County Policy

**4. Awards, Guest Introductions and Announcements:**

- Chairman Bagley presented Airport Advisory Commission Resolution to Mr. James Jenkins Retirement and for his 33 Years Service to the County of San Bernardino, 12 of those years were dedicated to the Airports Division. An immense heartfelt thank you to Mr. Jenkins for his genuine loyalty and concern for the department over the years. He will be greatly missed. Ms. Snelgrove stated resolution for Open House to follow.
- Greg Zarco appointed Chino Airport Manager (Interim)
- Vince Corona appointed Apple Valley Manager (interim)
- Presentation by Trevor Leja, Assistant Administrative Officer, summarizes the key components in the 2024 strategic plan for the County of San Bernardino.

The County has \$ 12,000,000.00 in Budget to contribute to the economic growth, expansion, and capital projects primarily focusing on the following:

- Homelessness
- Preparedness Training
- Next Generation Master Plan
- Buildings up to code
- Empowering staff to make a concerted effort to make decisions.
- Focus on Trust and Dependability
- Foster external relationships and make a positive impact.

**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**

Commissioner Alvarez questioned Action Agenda Items for January 18, 2024  
Ms. Snelgrove confirmed that January's Action item is not on today's meeting agenda.  
and will be addressed at the next meeting.

**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, Commissioner, shared that improvements on Euclid Avenue/Highway 83 (Euclid) are being managed by the Cities of Ontario and Chino. Both cities are looking to dually 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 remodel, café patio expansion and parking lot rehabilitation, Training approaching tower process, terminal Tower operations training. Mr. Godown will have more information to follow.

### **Director's Reports**

#### **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.
- Training approaching tower process and Terminal Tower operations training.

#### **Chino**

- Building A-435 clean-up and remediation the commencement of work is anticipated for January 2024.
- Kicking off contract with Consultant Agreement with Jones, Lang, LaSalle Brokerage, Inc. for Marketing and Commercial Brokerage Services at Chino Airport soliciting proposals
- Items on leases include open 80P Hanger8490 and working with County Council Hanger 8230

#### **Needles/29 Palms**

- Hanger roof repaired.
- Fuel pump issues have been resolved.
- Recommendations for Taxi lights and working lights in fueling area,
- Maintenance on Hanger Transformers

#### ➤ **Tab 2 - Board of Supervisors Activity** – Director Godown

- 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.

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

No report received.

**Tab 4 - Financial Report** – Erin Johnson, Staff Analyst

Department-wide Airports (631 & 400)  
Per the fiscal report 72% through the Fiscal Year.

Summary - Department wide expenditures are at 26%. Revenues are also at 60%

The following is a breakdown of expenses and revenues for Apple Valley Airport and expenses and revenues of Chino and other desert airports.

**400 Fund Airport**

Apple Valley Tab - Apple Valley Airport Expenditures are at 12%. Revenue is 79%. Property tax reimbursements are at 75% of the budgeted appropriation. Additional disbursements according to the ATC apportionment schedule are expected late March, Mid-April, and May 2024. CSA 60 has also undergone its annual audit for FY 2022-23 and the reports are under final review. There will be an update to the commission upon final draft expected within the next month.

**631 Fund Airports**

Summary 631 Tab - Airports, excluding Apple Valley, expenditures are at 82%. As reported at the last meeting, Fiscal has processed some Salary and Benefit as well as Services and Supplies reimbursements. Additional intercounty reimbursements and 1 grant reimbursements are pending and expected to be received by the End the month in early April.

Revenue for Airports excluding Apple Valley airport is at 49%. Any difference between actual and budget is expected to be realized by year end. Currently, rents and Concessions are above target for this point in the fiscal year for 631 Airports.

Fiscal with the Executive team is the process of developing and completing the Department of Airports budget for FY 24-25. The County budget process is conducted in phases and the first phase of submitting the budget calculations closes March 25, 2024.

This concludes the Fiscal Report

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

- Admin – There are vacancies available (1) Staff Analyst, (1) Executive Assistant (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 – Vince Corona**

- 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 Virtual Tower. This will facilitate operations counts at Apple Valley Airport.

**Tab 6 - Chino Airport Operations**

Mr. Godown stated that Operations have exceeded previous years.  
Year End Accounts 216,000 Operations

**Tab 7 - Other Business**

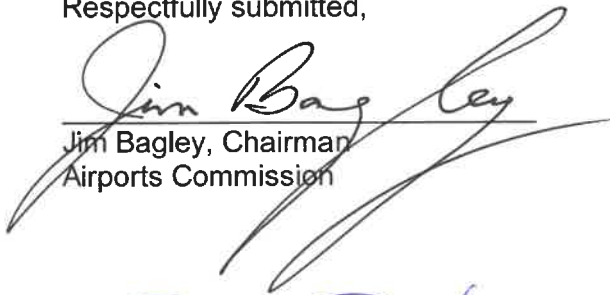
None

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

**April 18, 2024, 10:00 am – Needles Airport – 711 Airport Road Needles, CA. 92363**

**12. Adjournment:** Meeting adjourned at 12:10 pm

Respectfully submitted,



Jim Bagley, Chairman  
Airports Commission



Brett J. Godown, Director  
Department of Airports



Catharina Cecchini, Executive Secretary  
Department of Airports