

SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
April 18, 2024

1. Meeting Called to Order

Called to order at 10:00 a.m.

Commission Members Present:

Jim Bagley, Desert at Large, Chair
 Larry Asmus, Valley at Large, Vice Chair
 Dillan Lesovsky, First District
 Bill Waddingham, Second District
 Ray Marquez, Fourth District, Chair
 Mark Alvarez, Fifth District, Vice Chair

Commission Members Absent

William Smith, Third District

Staff Present:

Brett J. Godown, Director
 Greg Zarko, Chino Manager
 Jared Green, Maintenance Supervisor
 Tammy Gann, CAO, Communications Officer
 Vince Corona, Apple Valley Manager
 Eddie Trujillo, Operations Tech
 David Eisenbeisz

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Guest / Public Participation

None

2. Pledge of Allegiance

Led by Commissioner, Jim Bagley, Chair

3. Report on Posting of Agenda:

Mr. Godown stated that the agenda had been posted accordingly within the guidelines of The Brown Act and County Policy as required.

4. Awards, Guest Introductions and Announcements:

Commissioners, Staff, and guests introduced themselves and spoke briefly about the Needles Airport, both past and present.

5. Action Item - Approval of Commission Meeting Minutes, January 18, 2024

Motion: Commissioner Alvarez **Second:** Commissioner Asmus
Abstained: N/A **Minutes:** Approved

6. Action Item - Approval of Commission Meeting Minutes, February 15, 2024

Motion: Commissioner Asmus **Second:** Commissioner Alvarez
Abstained: N/A **Minutes:** Approved.

7. Commissioner Reports/Comments

8. Public Comments: None

9. Information Item: *Mr. Brett Godown reports*
 Chino Airport Traffic Circulation / Right of Way Dedications

10. Director's Reports

Tab 1 - Capital Improvements – Assistant Director, Maureen Snelgrove

Apple Valley

- Terminal Parking, Lot Pavement and Drainage Improvement Project is in the pre-construction phase, and the Bid package is pending. There is a hold on construction until the Terminal and Café are complete.
- Taxiway Reconstruction and Drainage Improvements are on hold and the Bid package pending.
- Wash Rack is in the Pre-Construction phase. March 20, 2024, was the opening for bids and we received Five. The Board of Supervisors approved the Bid documents on February 6, 2024, and a board agenda item will be presented in May to increase the budget \$284,490.00.
- Café Patio is in Pre-Construction. The cost proposal has been reviewed and accepted and the cost was under the estimated budget.
- Perimeter Fence Improvements are on hold until the Design is complete.
- Terminal Remodel is Pre-Construction Phase. The Cost Proposal has been reviewed and accepted. The cost was over the estimated budget. The remodel and café patio projects will be combined for construction thus keeping the established budgets in place.

Chino

- Building A-435 is in the Clean-up and Remediation stage. Commencement of work is anticipated to continue.
- Kimball Avenue Stormwater Conveyance is in the Construction phase and is 90% complete. The City and County will meet and discuss final items.
- The Perimeter Fence Replacement Project and Monument Signage is Pre-Construction. On December 19, 2023, The Board of Supervisors was awarded the construction contract to Horizons Construction Company International. Pre-construction is ongoing and anticipating for the fence portion in June 2024.
- Demolition for the monument signs has commenced.

Needles/Twenty-nine Palms

- Needles - Airport Maintenance Workers commenced the installation and painting of the Runway threshold, touchdown, and runway identification markings. Project will take about four weeks to complete.
- EED - work order completion replacement of self-serve fuel island hose, L5 sensor was replaced.

Tab 2 - Board of Supervisors Activity – Presented by Director, Brett Godown

03/26/24 Item No. 11

- Accept the 2023 Update to the Airport Layout Plan Drawing Set with Narrative Report for Chino Airport

03/26/24 Item No. 74

- Acting as the governing body of the No. 16-1073 Board Governed County Service Area 60 - Apple Valley Airport, Approve Amendment No 17 to Loan Agreement, including a non-standard term, and Inventory Report with The United States of America for the loan of a United States Air Force F-86 Fighter Jet for static display

at Apple Valley Airport at no cost, extending the term of the agreement for the period of April 1, 2024, through March 31, 2029, for a total term of July 1, 2006 through March 31, 2029.

Tab 3 - Real Estate – Joy Forbes, Real Property Agent III

- Hangars A-480 & A-485, *Yancey Enterprises*, currently under County Council review.
- Hangar A-490, Open Solicitation of Proposals- Respondents currently under panel review for recommendations to Airports
- Dome #1 (West Half) Hangar A-230, *MI Air Corporation*, currently under County Council review
- JLL & County development project discussions in progress

Tab 4 - Financial Report – Erin Johnson, Staff Analyst Administrative Supervisor

- *Fiscal executed daily tasks in Payables and Receivables.*
- *Received certification letter for the CSA 60 audit with no findings.*
- *Revised the Commission Report template and submitted timely YEEs.*
- *All of Fiscal has attended Grant Module Training for SAP which goes live July 01, 2024*

Note: *Positive feedback on the new look of the Financial Reports. illustrating each of the Airports separately, with color charts. Unanimously liked by all, Commissioners and Staff. Some Comments were that the graphs provided more clarity of the budgets and spending.*

Tab 5 - Monthly Staff Reports – Director Godown reported on behalf of Assistant Director Maureen Snelgrove

Administration - *Director Godown reported on behalf of Assistant Director Maureen Snelgrove*

- Onboarded two new staff members to the team.
- Interviews conducted for Desert staff Ops Tech I, and an offer has been made.
- Participated in the College and Career Day at San Bernardino Valley Community College and presented to area High School and College students, the variety of opportunities facilitated by the Department of Airports, Aviation Services, and related Facilities.

Chino Airport – *Greg Zarco, Airport Manager*

- Hangar Inspections conducted on County owned hangars. Approximately 41 % are currently completed. Common discrepancies were missing fire extinguishers.
- Asphalt Maintenance filling potholes was performed throughout the month
- Chains and wheels on all four gate-controlled access points were lubricated
- Weed abatement in preparation for the fencing project on Euclid Avenue
- Electronic sign on the corner of Merrill Avenue and Euclid has been removed

Desert Airports - *Jared Green, Maintenance Supervisor*

- Twentynine Palms - Annual CUPA Inspection completed - only minor corrections (two extinguishers) needed replacement.
- Dagget - Airport entry road was crack filled.
- Needles - Airport Maintenance Workers commenced the installation and painting of the Runway threshold, touchdown, and runway identification markings. Project will take about four weeks to complete.
 - Work order completion replacement of self-serve fuel island hose, L5 sensor was replaced. Airport Staff repaired Taxiway A lighting.

- Airport Staff diagnosed failure, and repaired a direct buried line, reestablishing operational lighting.

Apple Valley Airport – Vince Corona, Airport Manager

- Security patrol route designed created for transfer of County contracted security guard services from Allied Universal to American Guard Services.
- Airport Maintenance Workers completed the installation and painting of the Runway threshold, touchdown, and runway identification (18/36) markings.

Tab 6 - Chino Airport Operations – Director Godown

Tab 7 - Other Business
None

11. Date, Time and Place of Next Meeting

May 16, 2024, at 10:00 a.m. - County of San Bernardino - Department of Airports
268 Hospitality Lane 1st Floor Conference Room C, San Bernardino, California 92408

12. Adjournment: The meeting was adjourned by Commissioner Bagley at 10:58 a.m.

Respectfully submitted,



Jim Bagley, Chair
Airport Commissioner



Brett J. Godown, Director
Department of Airports



Catharina Cecchini, Executive Assistant II
Department of Airports