

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
December 19, 2024**

**1. Meeting Called to Order**

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

**Commission Members Present:**

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

**Commission Members Absent:**

Dillon Lesovsky, First District

**Staff Present:**

Brett J. Godown, Director  
Soledad Seely, Executive Admin Asst. III  
Vince Corona, Airport Manager  
Greg Zarco, Airport Manager  
Erin Johnson, Admin. Supervisor  
Lissette Gutierrez, Office Assistant II  
Kevin Brown, Operations Tech I

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**Public Participation:**

Bob Velker	Chino Development League
Bill Ingram	Guest
Bill Smith	Guest
Frances Smith	Guest
Linda Shrader	Guest
Rob Mangold	Guest, Bob Mangold's Brother

**2. Pledge of Allegiance**

Led by Commissioner, Ray Marquez

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

Mr. Godown stated that the agenda had been posted in accordance with the Brown Act.

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

Commissioners and guests introduced themselves.

Director Godown announced Greg Zarco has been selected as the full time Airport Manager for Chino Airport.

Director Godown announced Kevin Brown a Chino Airport Operations Technician has passed the ACE Certification and is now an Airport Certified Member in Airport Operations.

**5. Action Item –Approval of Minutes for October 24, 2024**

Motion: Commissioner Asmus

Second: Commissioner Alvarez

Abstained: N/A

Minutes: Approved

**6. Action Item –Approval of 2025 Meeting Schedule**

Motion: Commissioner Marquez

Second: Commissioner Alvarez

Abstained: N/A

Minutes: Approved

## **7. Commissioner Reports/Comments**

Commissioner Bagley presented a County of San Bernardino Resolution to William Smith for his 18 years of service to the Department of Airports Commission. Jim Bagley read the resolution out loud and thanked Mr. Smith for his many years of service and dedication to all things aviation. Commissioner Bagley went on to state Mr. Smith has an impressive career in aviation and asked if Mr. Smith would like to say anything. Commissioner Bagley asked the Department of Airports to be flexible with the October 2025 meeting schedule as he has four other meetings the same month.

Commissioner Marquez requested Zoom availability as he was unable to attend the October 2024 meeting in person. Commissioner Marquez later commented on the Chino Airport Community Forum and asked for an updated Airport Plan.

Commissioner Alvarez wished everyone a Merry Christmas and his tenure on the Airport Commission Board ends January 31, 2025 and has asked Joe Baca Jr. to reappoint him.

Commissioner Waddingham wished everyone happy holidays and stated the Airport Commission was his passion and thanked everyone in attendance. Commissioner Waddingham also commented on the Chino Airport Community Forum stating it was informational and asked to include the Commissioners in future communications.

## **8. Public Comments**

William Smith thanked everyone and went on to say he has enjoyed his tenure as an Airport Commissioner and being part the aviation industry in the County of San Bernardino. Mr. Smith went on to say he enjoys socializing with other pilots and aviation enthusiasts alike.

Bob Velker commented he would like to see more involvement to include Chino Airport Stakeholders from the Chino Airport Community Forum.

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

Mr. Godown reported,

- Kimball Ave. street widening is completed, now two lanes both ways all the way down to the County of Riverside. The left-hand turn into Threshold is the only remaining construction on Kimball Ave. The City of Chino and County of San Bernardino are finalizing a cost sharing agreement to complete the work.
- Euclid Ave. is complete to Merrill Ave. and the contractor is working to complete concrete work the week of December 23rd. expecting to complete before Christmas.
- Merrill Ave street widening is complete, and pending final approvals are underway. Once the abutting roadway at Chino Airport is complete, construction will continue into the City of Ontario, expecting completion by January 5<sup>th</sup>, 2025. Once this work completes the Right-of-Way work will begin consisting of landscaping, sidewalk and street lighting and relocation of fencing. Completion is expected mid-year 2025.

## **10. Director's Reports**

### *Tab 1 - Capital Improvements – Assistant Director Snelgrove*

- Apple Valley
  - Terminal Parking Lot Pavement and Drainage Improvement – Construction began in November.
  - Taxiway Reconstruction and Drainage Improvements to be renamed Taxiway A Drainage Improvements 2025 – Scheduled for Board approval to release for bids 01/28/2025.
  - Wash Rock – Construction commenced on 10/15/2024. The project is 40% complete.
  - Café Patio – Project is expected to begin in January 2025.
- Chino
  - Building A-435 – Two-week delay for Procedure 5 to be updated.

- Perimeter Fence Replacement Project and Monument Signage – Euclid Ave Fence Installation is 100% complete. All Monument signs have been installed except for Merrill Ave and is pending City of Chino street improvements.
- Airport Roof Replacement – A-340 Rood is complete. F-350 will begin 12/16/2024.
- Lighting Vault Improvements – Materials have a long lead time. Project to begin in March 2025.

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

- Commissioner Waddingham has been reappointed by Second District Supervisor Armendarez.

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

- Apple Valley Airport Café SOP with details is forthcoming.
- A-240 Ramp SOP has been awarded to Leading Edge Avionics, Inc. Currently in lease negotiations.
- C-100 NOI Ramp to lease SOP for 1.5 Acres of ramp space was posted 10/7/24 with submittal expiration on 12/9/24. Respondent proposals currently under review.

*Tab 4 - Financial Report – Erin Johnson, Administrative Supervisor I*

- The Department is 46% through the year.
- Apple Valley is at 8% for the year and working with Fleet to purchase new equipment necessary for operations.
- Revenue is at 30% and is expected to jump significantly in January due to mid-year budget approval.
- Expenditures are at 59% that includes onetime costs at the beginning of the year.
- Mid-Year adjustments were submitted to Board of Supervisors. Airports included Apple Valley, Desert Airports and Chino Airport in these adjustments.
- Rental concessions are at 60% and are based on Fee Ordinance.
- Recommendations of Fees by Airports have been made based on market study and industry standards and is expected to get Board approval in May 2025.

*Tab 5 - Monthly Reports*

**Administration** – Maureen Snelgrove, Assistant Director

- Staffing update:
  - Vacancies: Apple Valley Manager opened for recruitment on December 14, 2024.
- Department Diversity Kick-off. The Diversity Committee Co-Chairs are Mrs. Seely and Mrs. Johnson.

**TASKS**

- FAA ACIP preparation for pre-application grant submittals. This annual submittal outlines projects and funding for the next five years and is updated annually.
- On-going participation in Development Guideline preparations to be used for Chino Development projects.
- On-going participation in construction progress meetings at Apple Valley Airport and Chino Airport. Updates on projects are presented under the CIP report.
- Coordination with the CAO's office and County Counsel for revisions to the County Policy 05-13 Grants to streamline Airports' processes to meet the FAA guidelines.
- On-going participation in multiple Chino Remediation coordination meetings.
- 12/18/2024 Participation in the Chino Airport Development Opportunities Community Forum.

- Review of the Airports' Department Title 7 Ordinance in preparation for updates and revisions. This will be a long-term project that will include multiple parties and community input. Anticipated completion is early 2026.

**Chino Airport - Greg Zarco, Airport Manager**

- Introduction of Taxiway/Runway Light Replacement Plan: Following a comprehensive assessment 172 lights were identified as damaged or requiring repair. To date, 50 lights have been replaced with a structured plan in place to address the remaining fixtures to ensure compliance and enhance airfield safety.
- Presumption of Hold Position Marking Removal: We have resumed the removal of hold position markings that were out of FAA compliance. Project is expected to be complete by 12/31/2004.
- Staff Member Earns ACE Certification: One of our staff members has successfully earned the prestigious Airport Certified Employee (ACE) designation, demonstrating advanced knowledge and expertise in Airport Operations.
- Attendance at the 2024 ICAS Conference – Greg Zarco attended the International Counsel of Air Shows (ICAS) Conference to support Apple Valley Airport in recruiting talent and securing additional information for the 2025 Apple Valley Airshow.

**Apple Valley Airport - Vince Corona, Airport Manager**

- Apple Valley Airport hosted Mercy Air Anniversary Celebration.
- Terminal Remodel - Construction is 75% complete.
- Wash Rock – Construction commenced on 10/15/2024. The project is 25% complete.
- Vince Corona attended ICAS Convention, looking for new and upcoming performers for our upcoming Airshow.

**Desert Airports – Vincent Corona, Airport Manger**

- EED – Staff repaired a 4-inch waterline and Windssocks were replaced.
- TNP – Fuel System has been serviced; Windssocks were replaced.
- DAG – Ongoing weed abatement for Airport safety and Windssocks were replaced.
- O02 – Windssock was replaced

*Tab 6 - Chino Airport Operations – Brett Godown, Director*  
Mr. Godown stated Chino Airport operations are currently at 189,000.

*Tab 7 - Other Business - None*

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

**January 23, 2025, at 10:00 a.m.** - County of San Bernardino – Department of Airports Admin  
268 Hospitality Lane, San Bernardino, California 92408

**12. Adjournment:** Meeting was adjourned by Commissioner Bagley at 11:41 a.m.

Respectfully submitted,

  
**Jim Bagley, Chair**  
Airports Commission

  
**Brett J. Godown, Director**  
Department of Airports

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**Soledad Seely, Executive Administrative Assistant III**  
Department of Airports