



Commissioner Alvarez stated filling the Commission's vacancy would help achieve a quorum and avoid deferring items. Commissioner Asmus said he would contact Supervisor Rowe's office for an update on the vacancy and suggested Director Godown do the same. Mr. Godown replied that Airports had contacted her office but would follow up. Commissioner Bagley mentioned reaching out to Supervisor Rowe, suggesting she visit Airports, and apologized for the lack of quorum.

Commissioner Bagley thanked Mr. Jaynes for his comments and asked Airports to review posted minutes on website.

Commissioner Bagley suggested we move on to information items.

Commissioner Bagley suggested to Airport staff to schedule a tour of Army tenants at Barstow-Daggett Airport. Mr. Godown proposed options for a tour in September or December moving either the Apple Valley or Admin meeting to Barstow-Daggett. Commissioner Bagley thanked Mr. Godown and requested adding a review of the meeting calendar to the next agenda, anticipating a quorum to vote.

## **7. Public Comments**

Visitor Mike Jaynes inquired about leasing options and weather tenant rents are the primary funding source for Airports. Mr. Godown directed Mr. Jaynes to County and Airports websites for information. Mr. Jaynes commented he was not able to locate minutes on Airport Commission website. Mr. Godown assured him that staff would review the website for accuracy.

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

Mr. Godown reported,

- Kimball Ave. full street widening is complete. The only item left to complete is the left-hand turn pocket.
- Merrill Ave. street widening has been constructed, a total of four lanes, two lanes each way. The developer is still working on a final lift of asphalt along Merrill Ave. Anticipated to begin week of February 24<sup>th</sup> and continue through April. Airports is working with the City of Chino for a payment agreement to correct grades going into the airport.

## **9. Director's Reports**

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

- Apple Valley
  - Terminal Parking Lot Pavement & Drainage Improvement – All trenches are filled, fencing to begin week of February 24<sup>th</sup>.
  - Taxiway Reconstruction & Drainage improvements – Bids are due February 26, 2025.
  - Wash Rack – Clarifiers are expected to be onsite this week, concrete and asphalt to follow. Solenoid valve is ordered with a seven to nine week lead time.
  - Terminal Remodel – Exterior doors have been installed and the furniture will be delivered in the coming weeks.
  - Café Patio Extension – Additional costs have been added due to upgrades.
- Chino
  - Airport Light Vault Upgrade – Temporarily on hold due to long lead times of items required for the project.

- Kimball Avenue Stormwater Conveyance - Construction is 90% complete. The City and County met on May 6, 2024, to review punch list items in preparation of project close out.
- Perimeter Fence Replacement and Monument Signage – This project is complete along Euclid Ave. Merrill Ave is on hold until City of Chino completes ultimate right away improvements.
- Roof Replacements – Project is 100% complete.
- Southeast Ramp Paving Project – Construction documents to be presented to the Board of Supervisors March 25<sup>th</sup> with mandatory pre bids scheduled for April 9, 2025.

*Tab 2 - Board of Supervisors Activity – None*

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

- Apple Valley Airport Café SOP with lease options is forthcoming.
- CNO C-100 Ramp Submittal respondent proposals currently under review.
- CNO A-440 Hanger and Ramp NOI posted 1/15/25 with 1/23/25 expiration.
- CNO B-350 NOI posted 1/15/25 with 1/23/25 expiration.

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

- The Department is 64% through the fiscal year.
- Overall salary and benefits are at 59% utilized and in alignment with budget.
- Overall general services and supplies is at 66% utilized. Slightly higher consumption is being monitored.
- Overall revenue is collected at 76% of budgeted expectations.
- Apple Valley general services and supplies is at 44% utilized and expect to grow with upcoming equipment purchases.
- 631 Airports services and supplies is over expended at 78% utilized for the year
- Training and Travel is 74% utilized for the year.
- Revenues is exceeding budget at 76% collected for the year, with inter government revenue at 39% collected.

*Tab 5 - Monthly Reports*

**Administration - Assistant Director Snelgrove**

- Tasks update:
  - Review of the Airports' Department Title 7 Ordinance is 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**

- Chino Airport hosted Supervisor Armendarez on January 16, 2025 for an airport tour.
- Airport staff participated in specialized training with Wilber-Ellis focusing on implementing a proactive vegetation management strategy.
- Airport Manager facilitated first round of interviews for the Apple Valley Airport Manager position. Following a through process three candidates were selected to advance to the second round.
- Taxiway/Runway Light Replacement Plan is currently on hold due to repainting of Runway 3/21.

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

- National Museum of the U.S. Air Force inspected the displayed F-86 “Beauteous Butch” at Apple Valley Airport. Staff received appreciation from inspector Mr. Gallorgly, who noted the aircrafts preservation.
- **Desert Airports** - Vince Corona, Airport Manager
- Ongoing weed abatement for airport safety at Needles, Twentynine Palms, Barstow-Daggett and Baker Airports.
- Needles and Twentynine Palms Airports internet inquiry for providers and installation have been requested.

Tab 6 - Chino Airport Operations – Brett J. Godown, Director  
Mr. Godown stated operations are at 19,118 for January 2025.

Tab 7 - Other Business - None

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

**March 20, 2024, at 10:00 a.m.** - County of San Bernardino – Chino Airport  
7000 Merrill Ave., Chino, California 91710.

**11. Adjournment:** Meeting was adjourned by Commissioner Bagley at 11:31 a.m.

Respectfully submitted,



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**Jim Bagley, Chair**  
Airports Commission



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



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