

SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
March 20, 2025

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
 Maureen Snelgrove, Assistant Director
 Soledad Seely, Executive Admin Asst. III
 Vince Corona, Airport Manager
 Greg Zarco, Airport Manager
 Erin Johnson, Admin. Supervisor
 Joy Forbes, Real Property Agent
 Terry Thompson
 Kevin Brown
 Rosemary Cruz
 Jose Gonzalez
 Jared Green
 Kevn Tan
 Samuel Walker

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Public Participation:

Randall Brown	Guest, Civil Air Patrol
Brian Buiter	Guest
Doug Crowther	Guest, Threshold
Edward Brentley	Guest, Capacity Impact Builders
Diane McKee	Guest
Daniel Ponder	Guest, Civil Air Patrol
Joshua Roehling	Guest, Civil Air Patrol
Linda Shrader	Guest
Bob Velker	Guest
Manuel Zavala	Guest, Student Hire

2. Pledge of Allegiance

Led by Commissioner, Jim Bagley

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.

Mr. Godown announced Henry Martinez, Maintenance Supervisor has 10 years of service to the County of San Bernardino and is on vacation. Mr. Godown announced Sam Walker,

Operations Technician has 5 years of service to the County of San Bernardino. Director Godown presented a 5-year service pin to Sam Walker and asked if he had anything to say. Mr. Walker stated he loves his job, and he loves Airports. Mr. Walker thanked Mr. Godown.

5. Action Item –Approval of Minutes for January 23, 2025

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

6. Action Item –Nominations and Elections of Airport Commissioner Chairman for 2025

Motion: Commissioner Bagley Second: Commissioner Alvarez
Abstained: N/A Election: Approved

7. Action Item –Nominations and Elections of Airport Commissioner Vice Chairman for 2025

Motion: Commissioner Asmus Second: Commissioner Marquez
Abstained: N/A Election: Approved

8. Commissioner Reports/Comments

Commissioner Bagley called for nominations for Commission Chair and motioned to nominate Commissioner Asmus.

Commissioner Marquez requested the elections rotations.

Ms. Snelgrove stated:

- 2023 Chair was Commissioner Alvarez, Vice Chair was Commissioner Lesovsky,
- 2022 was Commissioner Marquez and Vice Chair was Commissioner Alvarez.
- 2021 Chair was Christine Canepa and Vice Chair was Commissioner Marquez.
- 2020 Chair was Commissioner Asmus and Vice Chair was Christine Canepa.

Commissioner Marquez second the motion to nominate Commissioner Asmus at Commission Chair. The Commission unanimously voted for Commissioner Asmus to serve as Commission Chair.

Commissioner Asmus motioned to nominate Commissioner Waddingham for Vice Chair of the Commission. Commissioner Marquez seconded the motion to elect Commissioner Waddingham as Vice Chair of the Commission. The Commission unanimously voted for Commissioner Waddingham to serve as Commission Vice Chair.

Commissioner Asmus stated he will not be in attendance of April's meeting and requests Commissioner Waddingham Chair the meeting. Commissioner Waddingham replied he will Chair April's meeting in response to Commissioner Asmus request.

Commissioner Alvarez stated since our April meeting is in Needles and Commissioner Asmus will not be in attendance he asked who will attend the next meeting. Commissioner Asmus went on to take roll of the Commissioners committing attendance.

Commissioners Marquez, Waddingham and Bagley all stated they will attend April's meeting along with Commissioner Alvarez.

Commissioner Alvarez emphasized his commitment to the Commission, noting the importance of having a quorum at the April meeting at Needles Airport. Commissioner Alvarez highlighted the Third District vacancy and stressed the need for Commissioner Lesovsky to attend meetings or resign his position to ensure proper public representation.

Commissioner Marquez asked Mr. Godown what the County process is for someone missing so many meetings. Mr. Godown responded to Commissioner Marquez stating Airports

provides attendance to Clerk of the Board. Mr. Godown suggested the Commission draft a request to Clerk of the Board to fill the vacancy.

Commissioner Marquez asked about Zoom meeting, and how the County did Zoom meeting in the past. Mr. Godown explained to Commissioner Marquez that Zoom meetings were held under Covid provisions but are no longer used due to Brown Act requirements, which mandate public accessibility.

Commissioner Bagley instructed the Commission to draft a letter to the Board of Supervisors about vacancies and asked Commissioner Marquez to discuss them with Chair Rowe. Commissioner Marquez stated Chair Rowe was busy, but he would contact her office at a later date.

Commissioner Marquez asked if vacancies are posted in accordance with the Levine Act. Ms. Snelgrove informed Commissioner Marquez the Clerk of the Board oversees vacancy postings in the San Bernardino County.

Commissioner Asmus noted his requests on his reappointment from Clerk of the Board and contacted twice his District Supervisor but did not receive a response. Commissioner Asmus thanked Mrs. Seely for assisting with his statement of interest for the Airport Commission. Commissioner Bagley suggested the Commission reach out to Christine Canepa to fill the Third District Vacancy.

Commissioner Bagley thanked Planes of Fame for hosting today's meeting and stated Planes of Fame is synonymous with Chino Airport.

Commissioner Bagley thanked Mr. Brown for addressing the Commission and stated the Commission welcomes him back to make a presentation to the Commission.

Mr. Godown reported Airports had contacted Civil Air Patrol planned to schedule a meeting. Commissioner Marquez asked Mr. Velker about the host of the public event and any liability concerns. Mr. Godown assured Commissioner Marquez that Airports would collaborate with individuals on final arrangements for the public event.

9. Public Comments

Randy Brown with Civil Air Patrol addressed the Commission to thank Chino Airport for housing Civil Air Patrol and its members. Mr. Brown noted they are outgrowing their current space and plan to discuss rental options with Chino Airport. Mr. Brown stated Civil Airpatrol has over 60,000 members, flying over 100,000 plus hours of search and rescue, orientation flights and cadet education. Mr. Brown also expressed interest in presenting more details at a future Commission meeting.

Dan Ponder with Civil Air Patrol addressed the Commission stating a cadet who joined at 12 has aged out and enlisted as a Cadet Major in the U.S. Air Force. Mr. Ponder highlighted Chino Airport's lasting impact on future pilots, leaders and commissioners thanking the Commission and Airports for its support.

Bob Velker addressed the Commission stating next month he is coordinating an Aviation STEM Summit. At the end of April, Threshold will offer a public immersion experience for school-age children interested in aviation careers. Mr. Velker introduced Manuel Zavala of Student Hire, who is helping. Mr. Zavala of Student Hire distributed fliers emphasizing the event's goal of bringing aviation education to young students.

Edward Brantley introduced himself as an organization associated with the public immersion event expects around 2,000 attendees, expressing gratitude for the support.

Mr. Velker stated he aims to minimize the event's impact to Chino Airport, citing parking and public access as primary concern.

Mr. Velker requested a visual of the developable area available at Chino Airport.

Mr. Godown displayed the developable area at Chino Airport on the presentation screen in response to Mr. Velker's request.

Mr. Godown thanked Chino Airport staff for their excellent runway painting and overall maintenance efforts.

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

Mr. Godown reported,

- Airports is working on finalizing agreements to begin the left-hand turn pocket going into the commercial hangar complex.
- Most of Merrill Ave construction is complete, contractors need to stripe and put in curb and gutter. Airports estimates a month or two until all approvals are submitted on Merrill Ave before finalizing.
- Most of the ultimate right away work includes sidewalk, landscaping, removing light poles and installing new light poles. The City of Chino is working to install driveways into Chino Airport that will be corrected in two to three weeks.

11. Director's Reports

Tab 1 - Capital Improvements – Assistant Director Snelgrove

- Apple Valley
 - Terminal Remodel – will be completed in April Project is 90% Complete with shade canopies and doors being installed week of 4/28/25.
 - Taxiway Reconstruction and Drainage Improvements – is on hold until other construction is completed.
 - Wash Rock – waiting for utility for operations of wash rack.
 - Café Patio – will be completed in June.
- Chino
 - Building A-435 – the concrete pad will be removed and replaced with asphalt to extend current tie down and have a designated transient tie down area.
 - Lighting Vault Improvements - Project will resume at the end of March or beginning of April.

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

- Commissioner Marquez has been reappointed by Fourth District Supervisor Hagman.

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

- Apple Valley Airport Café SOP with lease options is forthcoming.
- CNO C-100 Ramp SOP is reposting with 3/31/25 as expiration date.
- CNO A-440 Hanger and Ramp SOP posted 3/1/25 with 3/31/25 as expiration date.
- CNO B-350 SOP posted 3/1/25 with 3/31/25 as expiration date.

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

- The Department is 72% through the fiscal year.
- Salary and Benefits are at 64% utilized due to vacancies.

- General Services and Supplies is at 65% utilized. Fiscal is currently reviewing encumbrances for use.
- Apple Valley tax revenue has collected 79% of what was budgeted.
- Revenue collection is at 78% as leases and airport use remain main streams of revenue.
- Travel and training are at 73% utilized.

Tab 5 - Monthly Reports

Administration – *Maureen Snelgrove, Assistant Director*

- Staffing update:
 - Vacancies: Apple Valley Manager – An offer has been made and accepted. The start date will be determined by the completion of background and SMART Hire process.
- Fiscal Update:
 - Administrative Supervisor Erin Johnson and the Fiscal team were acknowledged during the Fiscal Year 25/26 budget training workshop for their contribution in making recommendations to the CAO Budget Form Reform Committee to enhance the budget workbooks.

Chino Airport - *Greg Zarco, Airport Manager*

- Runway 3/21 painting is 75% complete significantly enhancing airfield visibility and compliance with FAA standards.
- Chino Airport has successfully submitted its compliance and emergency response tracking report through the California Environmental Reporting System.
- Management has developed a specialized training course based on AAAE's ACE (Airport Certified Employee) operations course with a focus on part 139 airport operations. Staff enrolled are four weeks in the eight-week course and are expected to take and pass the exam.

Apple Valley Airport - *Vince Corona, Airport Manager*

- Apple Valley Airshow preparation has begun, vendors from 2024 have been sent a current application to participate in 2025. Twenty vendors have responded with required documentation to participate in the 2025 Airshow.
- A request for quote has been sent to prior year performers to participate in the 2025 Airshow.
- Terminal Remodel - Construction is 97% complete. Steel patio covers surrounding terminal are in place, and stucco is being added to patio fence.

Desert Airports – *Vincent Corona, Airport Manager*

- EED – Internet consultation for Starlink has been requested. Ongoing weed abatement.
- TNP – Internet consultation for Starlink has been requested. Filling erosion at runway islands for airport safety.
- DAG – Ongoing weed abatement.
- O02 – Ongoing weed abatement.

Tab 6 - Chino Airport Operations – Brett Godown, Director

Mr. Godown stated Chino Airport operations are currently 19,118 for January. Chino Airport is 44th busiest airport on FAA operations list and 14th busiest General Aviation Airport in the United States.

Tab 7 - Other Business - None

12. Date, Time and Place of Next Meeting

April 10, 2025, at 10:00 a.m. - County of San Bernardino –Needles Airport, Needles, California 92363

13. Adjournment: Meeting was adjourned by Commissioner Bagley at 11:13 a.m.

Respectfully submitted,



Jim Bagley, Chair
Airports Commission



Brett J. Godown, Director
Department of Airports

Soledad Seely, Executive Administrative Assistant III
Department of Airports