

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING**  
**May 15, 2025**

**1. Meeting Called to Order**

Called to order at 10:02 a.m. by Commissioner Larry Asmus

**Commission Members Present:**

Larry Asmus, Valley At Large, Chair  
Bill Waddingham, Second District, Vice Chair  
Jim Bagley, Desert At Large  
Mark Alvarez, Fifth District

**Commission Members Absent:**

Dillon Lesovsky, First District  
Ray M. Marquez, Fourth District

**Staff Present:**

|  |                        |
|--|------------------------|
| Maureen Snelgrove, Assistant Director    | Department of Airports |
| Soledad Seely, Executive Admin Asst. III | Department of Airports |
| Greg Zarco, Airport Manager              | Department of Airports |
| Teresa Cook, Airport Manager             | Department of Airports |
| Erin Johnson, Administrative Supervisor  | Department of Airports |
| Jared Green, Maintenance Supervisor      | Department of Airports |
| Joe Dozier, Operations Technician        | Department of Airports |
| Lyle Ballard                             | Department of Airports |

**Public Participation:**

|               |       |
|---------------|-------|
| Bob Velker    | Guest |
| Bob Mangold   | Guest |
| Brian Buitter | Guest |
| Linda Shrader | Guest |

**2. Pledge of Allegiance**

Led by Commissioner, Jim Bagley

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

Ms. Snelgrove stated that the agenda had been posted in accordance with the Brown Act.

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

Ms. Snelgrove introduced Teresa Cook the Apple Valley Airport Manager.  
Commissioners and guests introduced themselves.

**5. Action Item –Approval of Minutes for April 17, 2025**

|                             |                              |
|-----------------------------|------------------------------|
| Motion: Commissioner Bagley | Second: Commissioner Alvarez |
| Abstained: N/A              | Minutes: Approved            |

**6. Commissioner Reports/Comments**

Commissioner Asmus announced his reappointment to Valley at Large and expressed interest in recruiting for the Third District. He asked for suggestions, and Commissioner Bagley recommended reaching out to Jack Blarcom for referrals and offered to contact him. Commissioner Alvarez acknowledged the Third District vacancy but raised concern about the First District Commissioner's lack of participation, stressing the importance of quorums for voting. Asmus inquired about the vacancy process, and Ms. Snelgrove explained that District Supervisors are responsible for recruiting and appointing members. Mr. Bagley reiterated the need for stronger Third District representation and suggested revising rules to allow direct appointments. Ms. Snelgrove agreed to redistribute the ordinance for potential revisions,

which would follow the County's process. Mr. Asmus supported reviewing both the ordinance and bylaws.

Commissioner Waddingham asked what is considered when the Chino hangar inspections are done? Mr. Zarco replied to note non airworthy airplanes, recreation vehicles, hazardous materials and other non-aeronautical items. Ms. Snelgrove added that hangars are not to be used as storage units and record keeping such as files that could pose fire hazards.

Commissioner Waddingham asked if ultralights are allowed. Mr. Zarco replied that ultralights are currently under review by Director Godown and a decision would be made regarding ultralights.

Commissioner Alvarez asked how many hangar inspections had been completed. Mr. Zarco responded that 50 were completed, with 48 passing. When asked about the two that failed, Mr. Zarco explained one was used for storage and the other lacked an aircraft. Mr. Alvarez inquired about correction timelines; Mr. Zarco stated he follows up in 30 days to allow tenants time to address issues. When asked how many inspections remain, Mr. Zarco said approximately 60. Ms. Snelgrove added that these are inspections of portable hangars.

Commissioner Waddingham asked about the rental rate for portable hangars. Ms. Snelgrove stated tenants pay \$100 per month. Waddingham suggested the rate could be doubled based on market conditions. Snelgrove noted the department is reviewing revenue fees as part of its appraisal. Mrs. Johnson added that the County fee ordinance now includes penalties for non-airworthy aircraft and storage violations, which Mr. Zarco can enforce.

Commission Bagley stated he would like to tour the Apple Valley Airport to view the newly constructed wash rack. Ms. Snelgrove replied that airport staff would accommodate Mr. Bagley's request.

## **7. Public Comments**

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

Mr. Zarco reported:

- Recap on work performed last week, All American Paving paved Merrill Ave. on May 10, 2025, finishing the driveway approach. Cal Aero was paved on May 12, 2025, and markings were complete. Remaining work to complete are the sidewalk that will not impact airport operations. Paving installation on Bon View is delayed by general contractor and City of Chino.

### **9. Information Item: Chino Airport Vehicle / Pedestrian Deviations.**

Mr. Zarco reported:

- Chino Airport is hosting a meeting May 16, 2025, with Western Pacific Region Federal Aviation Administration to address the vehicle pedestrian deviations. To date Chino Airport has had five which exceeds last years deviations. Chino Airports' plan to address the deviations will be presented at this meeting.

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

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

- Apple Valley
  - Wash Rack – water meter is purchase is being processed. Once complete the meter will be installed
  - Café Patio – will be completed in June or July.
- Chino

- Southwest Ramp Paving Project – Design for ramp paving project is underway.

*Tab 2 - Board of Supervisors Activity – Assistant Director Snelgrove*

*Tab 3 - Real Estate – Lyle Ballard, Real Property Agent III*

- A440 Hangar, Ramp and Parking Area Chino Airport received four SOPs however American Jet Center has been awarded the contract.
- CNO B-350 Chino Airport received one bidder .

*Tab 4 - Financial Report – Assistant Director Snelgrove*

- The Department is 87% through the fiscal year.
- General Services and Supplies is 96% utilized. Fiscal is reviewing encumbrances for use.
- Apple Valley is 53% expended and at 105% collected on revenue for the year.
- Revenue collection is 79% which is low for the time of year, but other revenue sources are being reviewed.

*Tab 5 - Monthly Reports*

**Administration – Maureen Snelgrove, Assistant Director**

- Staffing update:
- TASKS:

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

- Annual Caltrans inspections was conducted and resulted in minimal corrections.
- Chino Airport has officially transitioned to the FAA's NOTAM Manager program.
- Chino staff participated in the Fifth Districts Supervisor's College and Career Day.
- Hangar inspections have been completed on 50 portable hangars and will continue.
- Full airfield compliance audit lead by ACE Certified staff is underway.
- Crack fill project is scheduled for late summer.

**Apple Valley Airport – Teresa Cook, Airport Manager**

- Apple Valley Airshow performers have returned quotes.
- Apple Valley Airshow Department meetings have commenced and will continue through Airshow.
- Terminal and patio improvements continue.
- NOTAM manager site access, training and utilization has begun to add Apple Valley Airport to the list of airports available to have digitally issued NOTAMs in the NOTAM Manager System.

**Desert Airports – Teresa Cook, Airport Manager**

- EED – Ongoing weed abatement and boom sweeper to clean runway of FOD.
- TNP – The shade installation is complete on the east side of the lounge.
- DAG – Ongoing weed abatement.
- O02 – Refurbishment of lighting systems to change light bulbs and photocells.

*Tab 6 - Chino Airport Operations – Maureen Snelgrove, Assistant Director*

Ms. Snelgrove stated Chino Airport operations are currently 24,492 for February.

*Tab 7 - Other Business - None*

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

**June 26, 2025, at 10:00 a.m.** - County of San Bernardino –Airport Administration, 268 W. Hospitality Ln., San Bernardino, California 92415.

**12. Adjournment:** Meeting was adjourned by Commissioner Asmus at 11:03 a.m.

Respectfully submitted,



**Larry Asmus, Chair**  
Airports Commission



**Maureen Snelgrove, Assistant Director**  
Department of Airports



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