

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING  
January 24, 2008**

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Commissioner Gary Hart; meeting location: Encore Jet Center, 8348 Kimball Avenue, Bldg. F-330, Chino, CA, 91710

**Commission Members Present:**

Jim Bagley  
Roy Cox  
Gary Hart  
Bill McGurty  
Bill Smith

**Commission Members Absent:**

Steven Stewart  
Al Yankey, Chair

**Staff Present:**

Terry Stover, Airport Manager	Department of Airports
Brett Godown, Interim CNO Airport Manager	Department of Airports
Suzanne Pekar, Staff Analyst II	Department of Airports
Natalie Read, Executive Secretary	Department of Airports
Gailyn Watson, Secretary	Department of Airports
Steve Mintle, Real Estate Agent	Real Estate Services Department

**Visitors Present:**

Wendy Bechtel, Encore Jet Center

**PLEDGE OF ALLEGIANCE: Led by Commissioner Gary Hart**

**APPROVAL OF MINUTES:** Commissioner Cox moved (seconded by Commissioner Smith) to approve the minutes of the November 29, 2007 meeting. Motion carried.

**PUBLIC COMMENTS:** None.

**COMMISSIONERS' REPORTS:** None.

**DIRECTOR OF AIRPORTS' REPORT – TERRY STOVER, Airport Manager:**

Mr. Terry Stover introduced a new employee to the Department of Airports, Natalie Read, Executive Secretary II. Natalie Read gave a brief introduction and discussed the Statement of Economic Interest Form 200 that each Commissioner should complete.

Mr. Stover stated that Sharon McVicker is the new Office Assistant at the Barstow/Daggett Airport as of January 7, 2008.

**Board of Supervisor Activity:** Mr. Stover discussed the Board of Supervisors approval of the December 18, 2007, monthly report of real property short-term leasing and solicitation of proposal activity for November 2007, as well as the upcoming January 29, 2008, board agenda item for the monthly report of real estate activity for December 2007.

**Property Leasing Activity:** Reported by Steve Mintle

- Parcel A-290 – Chino Air Ventures, LLC – Chino Airport - SOP completed 6-12 months ago, is now being reconsidered for development.
- Parcel B-199 – San Bernardino County Aviation Development Group-Chino Airport, SOP completed 6-12 months ago, being reconsidered to do the Gazebo site to do fuel. Both are back with the Fourth District.
- Dome Hanger No. 4 – Solicitation of Proposal – Chino Airport – received three proposals; the CAO's office reviewed proposals and determined that Champion Aviation wanted to extend from where they were currently at to store additional airplanes on the short term lease. Lease prepared and waiting for County Counsel's signature.
- Modular Structure – Solicitation of Proposal – Chino Airport - prepared short term lease for Verhoeven Grain.
- 29 Soaring Club, Inc – Twentynine Palms Airport – lease fully executed.
- Register of Voters – Portion of Commercial Hanger No. 2 – Chino, lease fully executed.
- American Truck Auto – Building 310 – lease sent out the week of January 21, 2008.
- Pleasant Feed – Building A220 – Chino Airport – lease will be sent out the week of January 28, 2008.

Steve Mintle stated that there will be about 15-20 upcoming leases, adding it will be an active year.

Commissioner Bagley asked that the spreadsheet include a breakdown for cost per square foot of leases and monthly cost of leases.

**Construction Activity:**

Mr. Brett Godown, Interim Chino Airport Manager, provided a briefing on the following:

- PCE/TCE Environmental Mitigation: no updates.
- Cal Aero Facility Improvements: having almost weekly meetings in San Bernardino with the Fourth District, and the Architects and Engineer designers for the Cal Aero Facility Improvements. On phase three of the new signs that will be on Cal Aero, and on design four for the landscape improvements. Lighting will also be part of the project and the design and lighting will be completed by the time of the air show.
- Taxiway E Extension: Brett Godown stated they are moving along with Taxiway E Extension, although he was informed yesterday, January 23, 2008, that the test results for the compaction for the asphalt failed. He added the contractor will have to pay for either the removal of the asphalt or find another way to put a lift on top of the existing asphalt to make it pass inspection. He stated they will be discussing these issues with the designers and Associated Engineers.
- Runway 8R/26L Runway Preservation: Brett Godown stated they submitted the information, square footages and costs, to County Architecture and Engineering Department.

Mr. Godown further discussed the issues related to the failed asphalt compaction test on Taxiway E Extension and the FAA criteria for passing. Terry Stover stated 95% is the criteria for the FAA, and the compaction was about 92%. Discussion ensued regarding the weight limits for the Taxiway E Extension.

**The Auto Pilot Magazine Article**

Terry Stover thanked Encore and Wendy Bechtel for hosting the Commission meeting. Wendy Bechtel discussed the Auto Pilot Magazine Article.

**Tour of Encore & Threshold**

Terry Stover stated that after the meeting there will be a tour of Encore and Threshold facilities.

**CHINO AIRPORT – BRETT GODOWN, CHINO AIRPORT INTERIM MANAGER**

- Brett Godown stated that paving was completed for the Aviation Development Group project around the existing Admin facility.
- New Administration Location: Mr. Godown stated that Chino Admin is planning to leave Bldg. A550 off of Cal Aero and move to building A-435, Dome 4, adding they will be doing a complete remodel of the facility. He stated the reason for relocation is for better air and land side access. Parking for aircraft would be located in front of the facility and a parking lot will be created to the east side of Dome 4. A monument sign will also be installed. He stated they are in the demolition phase of the inside of the facility. Once completed, the conference room in Dome 3 will be moved into Dome 4. He discussed the 1940's newspapers that were found in the ceiling while employees were demolishing the inside of Dome 4 that will be kept and preserved.
- New Commercial Hangar Airside Access Point: Mr. Godown stated that a new project was undertaken the week of January 14, 2008, for safety reasons to relocate the access into the commercial hanger facility from the current location of the west side to the east side of the facility to segregate automobiles and airplanes access. He stated that the Department of Airports has undertaken a commercial hanger cleanup project and have removed all the materials and trash.
- Tree Trimming Project along Walker and Comet: Mr. Godown stated that tree trimming was being performed along the perimeter road, adding that the desert staff from Barstow and Apple Valley Airports were assisting with the project.
- Aircraftsman Relocated to B-350: Mr. Godown stated that Aircraftsman located at A-245 has relocated to Building 350, which is Encore's building. This was due to Charles Nichols needing to utilize the space.

**APPLE VALLEY AIRPORT – TERRY STOVER, DESERT AIRPORT MANAGER**

**Hangar Complex Phase 2 Update:**

Terry Stover stated the doors have come in and are being installed, and they are working with Edison to get the conduits and electrical planning for the proper size transformers and hookups. They will be starting on the roofs next, and will be hauling in fill dirt for the taxiway in between the two sets of hangers and removing dirt off of the airport on the southside of Runway 826. He discussed the detention pond in the FY 09/10 budget. He discussed the issue with the fire sprinkler subcontractor and the arbitration hearing next week that will be attended by Bob Marlin, Project Engineer.

**Terminal Building Improvements Phase 2:**

Complete with the exception of the new furniture.

**Runway 18/36 Electrical Improvements:**

Mr. Stover stated that approximately ¾ of the runway lighting is completed. By the end of next week the runway should be completed; then the new signs will be installed. The new foundations of the signs are completed, and the new taxiways lighting will be started.

**BARSTOW-DAGGETT AIRPORT – TERRY STOVER, DESERTS AIRPORT MANAGER**

**Taxiway B Extension and Electrical Upgrades:**

Terry Stover stated there was no change on the electrical upgrades. He stated that Associated Engineers are doing contract negotiations, but added the project funding may not be available until FY 2009-2010.

**Terminal Building:** Suzanne Pekar stated she received an e-mail to go to the factory to inspect the building tomorrow. The concrete is in and deliver is expected the first week of February 2008. She stated that the Terminal Building might be ready for the March Commission meeting.

**Demolition of Hangar 7:** Terry Stover stated Architecture and Engineering Department (A&E) had a company testing for the asbestos and lead paint. A report will be initiated with findings and after the findings are disclosed then they will move to the next step. If there are findings that asbestos is present, a Procedure 5 will have to be written. After that they will move forward with having the hangar removed. Hangars 6 and 8 are also being assessed for removal options.

Mr. Stover discussed the costs associated with the Procedure 5. He stated that Procedure 5 would be performed by the company who is doing the asbestos testing and is a guideline for whoever will be removing the building. Suzanne Pekar stated that most of the costs associated will be reimbursable by Risk Management.

**NEEDLES AIRPORT – TERRY STOVER, DESERT AIRPORT MANAGER**

**Needles Shade Port Construction:** Mr. Stover stated that the shade port has been reviewed by Risk Management and is now with Bob Marlin of A&E for development of the scope of work. He also stated there is a possibility that they will have to request additional money if the shade port has to be demolished and a new facility would have to be built.

Mr. Stover discussed the fatality of the port-a-port hanger at Needles Airport and that anchoring issues with the two port-a-port hangars were the cause.

**BAKER AIRPORT – TERRY STOVER, DESERT AIRPORT MANAGER**

**Runway 15/33 Rehabilitation:** Mr. Stover stated core sampling reports are not in yet. Bob Marlin from A&E is the Project Manager. No further development.

Mr. Stover stated that a new beacon and beacon pole will be installed. Apple Valley Airport purchased a GPS and it was utilized at Baker Airport for the beacon pole. Mr. Stover discussed issues with Edison and that he submitted the form 7460 to the FAA for new construction for moving of the beacon.

Mr. Stover discussed the issue with the private motor home on airport property.

**TWENTYNINE PALMS AIRPORT – TERRY STOVER, DESERT MANAGER**

**Motor Home issue update:** Mr. Stover stated that both motor homes have been removed, including the one Patrick Maroney, Airport Maintenance Worker I, was utilizing. Lowel Smith has removed his motor home, but will still be leasing space for his airplane. He stated that a modular mobile home will be for Patrick to live in on the airport during the week, and added that County Counsel has developed an employee contract for employee's to live in housing on a County facility.

Terry Stover stated that James Jenkins met with John Gaumer who was interested in putting up a hangar at 29 Palms Airport. Terry Stover also received a phone call from Ken Martin who was interested in a hangar at the airport. He stated that John Gaumer had already sent in a letter of interest.

Mr. Stover discussed fire suppression issues at the airport, adding the current system will not support the fire suppression.

**DEPARTMENT OF AIRPORTS FISCAL REPORT – SUZANNE PEKAR, STAFF ANALYST II:**

Suzanne Pekar discussed a memo dated December 13, 2007, from James Jenkins to the Airport Commissioners regarding the lease receivables and cash handling procedures audit. She stated the department will be receiving a report by the end of January from the Auditor/Controller with their concerns and comments.

She discussed the delinquency report for January, adding the department usually sees a rise in delinquencies in January. She discussed the graphs on the delinquencies received for FY 07/08, the Appropriation Revenue Trend Report for FY 07/08, and the appropriations and revenue issues.

Commission McGurty asked if this report could be generated by specifying the individual airports.

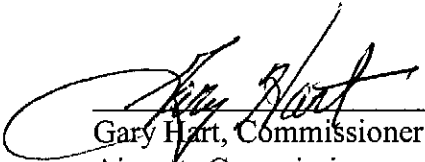
Suzanne Pekar stated there was going to be a loss of \$17,000 revenue at Chino Airport due to the road operations leaving and that the department would not be renting out the facility; the Chino Airport maintenance staff would be utilizing the facility.

Brett Godown stated they will be able to centrally locate all the maintenance staff into one facility.

**ADJOURNMENT:** Commissioner William Smith moved (seconded by Commissioner Bill McGurty) to adjourn the meeting. Commissioner Hart adjourned the meeting at 11:10 a.m. to tour the facilities of Encore Jet Center and Threshold Aviation Group.

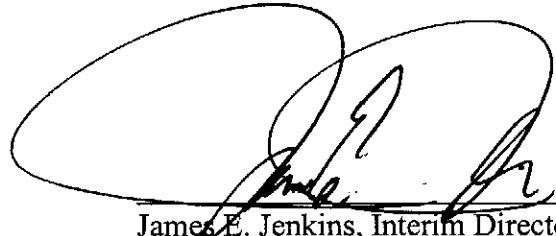
**TIME AND PLACE OF NEXT MEETING:** 10:00 a.m., Apple Valley Airport, Thursday, February 28, 2008.

Respectfully submitted,



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Gary Hart, Commissioner  
Airports Commission



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James E. Jenkins, Interim Director  
Department of Airports



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Natalie Read, Executive Secretary II  
Department of Airports