

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
March 27, 2008**

The meeting of the San Bernardino County Airports Commission was called to order at 9:00 a.m. by Chairman Al Yankey. Meeting location: Department of Airports, 825 East Third Street, Conference Room 200, San Bernardino, California.

Commission Members Present:

Jim Bagley
Roy Cox
Gary Hart
Bill McGurty
Bill Smith
Al Yankey, Chair

Commission Members Absent:

Stephen Stewart

Staff Present:

Brett Godown, Interim Chino Airport Manager	Department of Airports
Terry Stover, Desert Airport Manager	Department of Airports
Suzanne Pekar, Staff Analyst II	Department of Airports
Gailyn Watson, Secretary	Department of Airports

Visitors Present:

Wendy Bechtel, Encore Jet Center
Thomas Polley, Duke's Flying Club

PLEDGE OF ALLEGIANCE: Led by Commissioner Hart

APPROVAL OF MINUTES: Commissioner Cox moved (seconded by Commissioner Smith) to approve the minutes of the February 28, 2008 meeting. Motion carried.

PUBLIC COMMENTS: None.

COMMISSIONERS' REPORTS: Commissioner Cox discussed the article in the San Bernardino Sun Newspaper updating the closure of the Rialto Airport, adding it appeared they were forecasting the closure the end of 2009.

Commissioner Hart stated he submitted his resignation from the Commission to Supervisor Biane, Board of Supervisors-Second District, adding he has been on the Commission for 12 years. He thanked each Commission member and staff, adding it was a pleasure serving on the Commission. He stated he will be attending the April 24, 2008, meeting as a citizen.

Chairman Yankey discussed the State of the County Address, adding the Chino Airport will be one of the topics discussed. He stated the County has elected to make the Chino Airport the future site for economic development. He discussed the Air Show, Economic Development relating to the Chino Air Show, and Cal Aero improvements. He stated they are having a VIP function the night before the Air Show, with the County and the City of Chino jointly sponsoring

the function, adding the Commission will receive an invite to the VIP function. The County will be in charge of the Air Show this year and the vendor will be the Planes of Fame. The Air Show will be held May 17th and 18th, and the VIP event will be the evening of May 16th.

Mr. Brett Godown stated that Supervisor Gary Ovitt was at the Airport the week of March 17th and filmed his State of the County address in front of Les Whittlesey's hangar. He stated they are creating two promotional videos. He discussed business development on the airport and the City of Chino's interest in Chino Airport.

Chairman Yankey commented that the City of Chino is the approving authority for all private development on the Airport, but the County is the approving authority for any County development on the Airport.

Discussion ensued regarding approval and land use processes in the City of Chino.

DIRECTOR OF AIRPORTS' REPORT – TERRY STOVER, DESERT AIRPORT MANAGER:

Board of Supervisor Activity: Mr. Stover discussed interoffice memo dated March 17, 2008, regarding Board agenda items for the month of March, which listed the following Board Items:

- March 4, 2008, Sign and Electrical Upgrades at the Apple Valley Airport. Mr. Stover stated they are changing from the incandescent lights on the taxiway to LED lights. He stated the lights will be an improvement and will help reduce power consumption, adding eventually they will consider replacing all the lights.
- March 18, 2008, Shade Port Repair at Needles Airport, approve plans and specifications and authorize the Director of the Architecture and Engineering Department to advertise for competitive bids.
- March 18, 2008, Award construction contract for Medlin Development of Riverside for the Chino Airport Entrance Rehabilitation Project. He stated that Medlin Development is now working on the entrance project at Cal Aero Drive.

Commissioner Bagley asked if the cost for the lights were with Federal monies. Ms. Suzanne Pekar replied the contract utilizes federal monies.

Mr. Stover discussed the issues with Bales Engineering and the runway closures in Apple Valley Airport.

Commissioner Bagley requested that the NOTAM e-mails regarding runway closures state why the runway was closed. Mr. Stover replied future NOTAM's will include the reason for the runway closure.

Property Leasing Activity: Reported by Terry Stover, Desert Airport Manager

Mr. Stover discussed the Property Leasing Activity memo dated March 13, 2008. He stated that the square foot and monthly rent/cost per square foot is now listed on the memo form.

- **Parcel B-199, San Bernardino County Aviation Development Group:** Mr. Stover stated they are in negotiations on the 1/3 acre, and waiting for a price survey and then will move forward.
- **KTI, Inc. B-295:** Mr. Stover stated KTI, Inc, has requested a decrease in the rent per square foot, adding the Department is not inclined to do that, and felt the department was in line with the going rate on the lease. He stated they are waiting for the tenant to respond.
- **Midfield Aviation 1.09 acres at Apple Valley:** : Mr. Stover stated the lease had been in holdover status, Real Estate Services submitted lease to tenant the week of March 3, 2008, and are awaiting return of the lease.

Commissioner Bagley asked about the \$475 a month combined rates for the Midfield Aviation 1.09 acres. Mr. Stover explained the breakdown of the lease, the hangar price, the asphalt, and the bare ground aspects to combine the square footages.

Discussion ensued regarding the County maintenance of the asphalt and the separate lease for the Midfield Aviation.

Construction Activity:

Mr. Terry Stover, Desert Airport Manager, provided a briefing on the following:

Chino Airport

- **PCE/TCE Environmental Mitigation:** Mr. Stover stated he received a phone call yesterday, March 26, 2008, from John Eisel, Risk Management, who was sending a letter to the insurance company regarding the off-site monitoring wells and potential environmental liability.

Mr. Stover stated the remainder of the items will be discussed with the individual Airport Manager's items.

Liability Insurance Update: Mr. Stover discussed the large insurance rate issue that was discussed at the previous Commission meeting of February 28, 2008 by Mr. Keith Lee. Mr. Stover stated they are evaluating all the properties at the Airports Department, and are proposing to remove the property insurance on the unoccupied vacant buildings. He explained that the general liability would still remain on the vacant buildings, but should reduce the insurance rates, adding through negotiations the \$1.2 million increase has been reduced to \$467,000, the same amount as last year.

Chairman Yankey asked what insurance rate is being charged for the buildings per square footage. Suzanne Pekar stated the department is being charged \$1.00 per square foot for hangar space, office space, and retail space. Discussion ensued regarding the price comparison rates, ratio per hangar space and office space, and investigating having a split fee for insurance purposes. Suzanne Pekar stated they are in discussions about a split fee and will be doing a survey within the next year.

Mr. Stover suggested this item be addressed with James Jenkins at the next Commission meeting.

Miscellaneous Items for Discussion: There were no miscellaneous items discussed.

CHINO AIRPORT – BRETT GODOWN, CHINO AIRPORT INTERIM MANAGER

- **Taste of Chino:** Mr. Godown stated that on March 3, 2008, the Planes of Fame hosted the Taste of Chino. He stated it was a successful event and there were 800 attendees, of which 500 tickets were sold. There were 22 restaurants from the Chino area that supplied food for the event. He stated some of the attendees were the Chamber of Commerce and City Council members.
- **State of the County Video:** Gary Ovitt, Fourth District Supervisor, filmed his entire address at the Chino Airport. Mr. Godown stated they are working on a three minute promotional video for Chino Airport. They are planning to play the video on May 16, 2008, the Friday night evening event prior to the Airshow. He stated the ten minute video was produced on March 17, 2008.
- **Cal Aero Improvements Update:** Mr. Godown distributed and discussed pictures of the improvements, adding they will now begin with the electrical improvements and installation of the irrigation system. He distributed to the Commission a map of the airport identifying all of the buildings, which will be added to the Commissioner's binders. Mr. Godown stated they have been in the process of cleaning up the Airport for the Airshow, adding the Fourth District plans to introduce developers to the Airport on the Friday night VIP event. He stated part of the cleanup effort is the Cal Aero Improvements, which will be completed in 30 days.
- **Hangar Painting:** Mr. Godown further discussed the Cal Aero Improvements in relationship to painting of the hangars and installation of rod iron fencing.
- **Taxiway Echo Extension Update:** Mr. Godown stated he spoke with Associated Engineers on March 26, 2008, adding there is still a failure in compaction on the pavement for the taxiway. He stated that Griffith Engineers, the construction company who installed the pavement, is trying to find a solution, and that Associated Engineers will be sending a letter to Griffith Engineers.

APPLE VALLEY AIRPORT – TERRY STOVER, DESERT AIRPORT MANAGER

- **Hangar Construction:** Mr. Stover stated the new "T" and Box Hangars are near completion. Bob Marlin, Project Manager with Architecture & Engineering Department, is awaiting approval from Southern California Edison (SCE) on the plan to supply power to the new hangars. Chairman Yankey stated that Ray Gonzales with SCE is the liaison for all County projects. Mr. Stover stated he will relay that information to Bob Marlin. He discussed the fire sprinkler installation and pavement, adding the completion date has been moved to May 1, 2008.
- **Southwest Hangar Development Procedures:** Mr. Stover stated this item was relating to private individuals building on County Airports compared to the County owned building hangars. He stated he worked with the Town of Apple Valley to utilize their entitlement process to build hangars, relating to their permit and inspection procedures. He referred to document dated March 2008 Hangar Development Procedures for the Apple Valley Airport (attached). He discussed the review of the plans and the stamp of approval process.

Commissioner Bagley asked if the Hangar Development Procedures could be put on the Airports website. He also requested that the Hangar Development Procedures be developed for all the County Airports.

Discussion ensued regarding fire sprinkler requirements in relation to the hangars.

- **Runway 18/36 Project:** Mr. Stover stated that the runway portion is almost complete, adding it will be closed tomorrow, March 28, 2008, due to boring be done underneath the runway. Mr. Stover discussed the Notam procedures.
- **Underground Storage Tank (UST) Compliance:** Mr. Stover stated this item was regarding Apple Valley, Barstow/Daggett and Needles Airports Underground Storage Tanks and further explained the compliance issues. He stated he has a meeting with County Fire and Daggett Aviation on March 31, 2008, regarding the Barstow/Daggett UST compliance issues.

BARSTOW/DAGGETT AIRPORT – SUZANNE PEKAR, STAFF ANALYST

- **Modular Office:** Suzanne Pekar stated the interior is nearly complete, adding the facility will be ready for the April 24th Commission Meeting, and that there will be a barbeque lunch.

NEEDLES AIRPORT – TERRY STOVER, DESERT AIRPORT MANAGER

- **Underground Storage Tank Compliance:** This was previously discussed in conjunction with the Apple Valley and Barstow/Daggett Airports.

TWENTYNINE PALMS AIRPORT – TERRY STOVER, DESERT AIRPORT MANAGER

- **Gate Access:** Mr. Stover stated they are changing to a security card access gated system for the Airport tenants usage. A key pad will still be utilized only for emergency access entities. He discussed the Apple Valley and Twentynine Palms security access systems.

BAKER AIRPORT – TERRY STOVER, DESERT AIRPORT MANAGER

- **Runway Reconstruction Project:** Mr. Stover stated this is relating to the cold-in-place recycling project. He stated the bids came in higher than the available money for the project. Suzanne Pekar discussed the bid amounts, adding one reason the bids were higher was due to the compaction of the dirt. She stated she is awaiting a return call from the State regarding renegotiating the grant.

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

Delinquency Report: Suzanne Pekar discussed the delinquency report, adding that Threshold Technology is back on the delinquency list. She discussed the Silver State bankruptcy, adding County Counsel is in contact with the Silver State's attorneys. She added they are starting to move some items off of the Silver State site.

She discussed the pay or quit status for Jim Hunt regarding his lease termination, and his plane that is still on site, and the Collections Department issues. She discussed the pay or quit status for Juan Mantalvo, Barstow/Daggett Airport.

Suzanne Pekar discussed the Tom King Enterprises lease and their issues with relocating to the office and vacating the hangar on March 31, 2008. She stated they will go out for a five day notice, and if necessary a Solicitation of Proposals, and hopefully have the hangar rented by May 1, 2008.

Discussion ensued regarding the monthly rent for Threshold and late fees.

Revenue/Appropriations: Suzanne Pekar discussed the Appropriation/Revenue Trend Reports for the department, and the individual reports for each airport. She stated the trends are looking good in terms of revenue and expenses.

Preliminary Budget: Suzanne Pekar stated the budget will be approximately 2.7 million dollars for Administration, Baker, Chino, Barstow/Daggett, Twentynine Palms and Needles Airports, and the Apple Valley Airport will have 2.6 million dollar budget, and commercial hangars will have a 1.1 million dollar budget. She stated the Department is in line with last year, with a slight increase due to inflation, and possible cost of living pay increases. She discussed the pending salary increases in relationship to the budget. The Apple Valley Airport does have an increase of about \$500,000 in the ground pavement, and are placing those funds in their operations budget for paving. She discussed the Capital Improvement Projects for Fiscal Year 2008/09. She stated they plan on going to the FAA to request money to install electrical lights for runways 3/21 and 8L/26 at Chino. She also plans to request from the FAA four million dollars for Daggett/Barstow Airport to extend the Taxiway B for installation of airfield electrical PAPI's and signage. She stated they are going ahead with Phase III of the Apple Valley Airport hangar complex slated for next year. She discussed appropriations relating to the budget.

Discussion ensued regarding the date of the Apple Valley Air Show. Mr. Stover stated an official date has not been set, but it will either be towards the end of September or the first of October, 2008.

PUBLIC COMMENTS:

- Thomas Polley, Duke's Flying Club

Mr. Polley stated they were a sublease of Tom King Aviation for about 2-1/2 years, adding they would like to stay at the hangar and continue doing business at Chino Airport. He discussed the fact that they need storage and office space and felt like they were being kicked out of the airport. He stated they were told they had to be out by Monday, and inquired if it could be delayed.

Mr. Brett Godown responded that he would have to discuss the issues with James Jenkins and then will set up a meeting.

Chairman Yankey stated the April 24, 2008, Commission meeting will be held at the Barstow/Daggett Airport at 10:00 a.m.

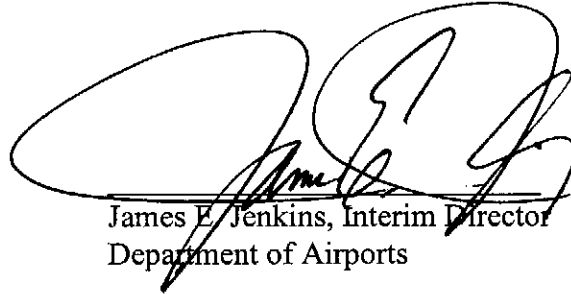
ADJOURNMENT: Commissioner Hart moved (seconded by Commissioner Cox) to adjourn the meeting. Chairman Yankey adjourned the meeting at 10:10 a.m.

DATE, TIME AND PLACE OF NEXT MEETING: April 24, 2008, 10:00 a.m., Barstow/Daggett Airport, 39500 National Trails Hwy, Daggett, CA, 92327.

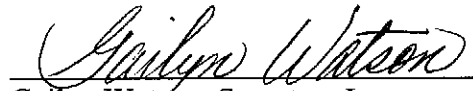
Respectfully submitted,



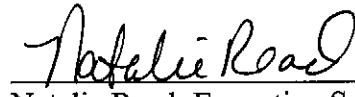
Al Yankey, Chairman
Airports Commission



James E. Jenkins, Interim Director
Department of Airports



Gailyn Watson, Secretary I
Department of Airports



Natalie Read, Executive Secretary II
Department of Airports