

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

The meeting of the San Bernardino County Airports Commission was called to order at 10:00 a.m. by Chairman Cox. Meeting location: Department of Airports, Barstow/Daggett Airport, 39500 National Trails Highway, Daggett, CA 92327.

**Commission Members Present:**

Jim Bagley  
Roy Cox  
Bill McGurty  
Bill Smith  
Stephen Stewart

**Commission Members Absent:**

None

**Staff Present:**

Mike N. Williams, A.A.E., Director	Department of Airports
James E. Jenkins, Assistant Director	Department of Airports
Terry Stover, Desert Airport Manager	Department of Airports
Brett Godown, Interim Chino Airport Manager	Department of Airports
Suzanne Pekar, Staff Analyst II	Department of Airports
Natalie Read, Executive Secretary II	Department of Airports
Sharon Davis, Real Estate Agent	Real Estate Services Dept.
Steve Mintle, Real Estate Agent	Real Estate Services Dept.
Scott Runyan, Deputy County Counsel	County Counsel

**Visitors Present:**

Randy Banks, Victor Valley Airshow Association  
John Deluca, Championship Aviation

**PLEDGE OF ALLEGIANCE:** Led by Lieutenant Colonel Brett Bonnell

Mr. Mike N. Williams, Director of Airports, introduced Lieutenant Colonel Brett Bonnell and Major Joseph D. Kelly from the United States Army 159<sup>th</sup> Aviation Brigade who were guests at the Barstow/Daggett Airport. After the meeting, the Army will be giving a tour of their temporary facilities at the airport and then will have lunch for the Commission and department staff.

Lt. Colonel Brett Bonnell stated he was there on behalf of his boss Ronald Lewis and introduced Major Joseph Kelly, his executive officer. He discussed the facilities on the airport and the fact that they were trying to replicate a footprint of what it would be like in Afghanistan. He discussed the battalions and squadrons on site and their flight equipment.

He thanked the department for their hospitality and their willingness to let them be temporarily based at the Barstow/Daggett Airport.

Mike Williams introduced Randy Banks with Victor Valley Air Show Association, John Deluca with Championship Aviation, Scott Runyan with the County Counsel's office, and Steve Mintle and Sharon Davis with the Real Estate Services Department.

**APPROVAL OF MINUTES:** Commissioner Stewart moved (seconded by Commissioner Smith) to approve the minutes of June 26, 2008 meeting. Motion carried.

A. **PUBLIC COMMENTS:** Mr. John Deluca from Championship Aviation discussed the endeavors with Championship Aviation and business entities and thanked the Commission and staff for their appreciation and efforts.

B. **COMMISSIONERS' REPORTS:** None.

C. **VICTOR VALLEY AIR SHOW – RANDY BANKS, VICTOR VALLEY AIR SHOW ASSOCIATION:** Mr. Williams discussed the Apple Valley Air Show to be held on September 27, 2008. Mr. Randy Banks gave a brief presentation on updates of the Apple Valley Air Show.

Mr. Stover distributed a layout plan of the Air Show at the Apple Valley Airport.

D. **DIRECTOR OF AIRPORTS' REPORT – MIKE N. WILLIAMS, A.A.E., DIRECTOR**

**Board of Supervisors Activity:** Mr. Williams discussed board item dated July 8, 2008, Item #16 relating to the plans and specifications to advertise for bids for the Department of Airports Tenant Improvements Project. He also discussed the board item dated July 22, 2008, posting the vacancy for the Fourth District Airport Commissioner.

**Property Leasing Activity:** Mr. Williams referred to interoffice memo dated July 18, 2008, relating to the property leasing activity. Mr. Steve Mintle commented on the SOP's in process.

Discussion ensued regarding the board item relating to the tenant improvements project for the Department of Airports.

**Capital Improvement Projects:** Mr. Williams discussed the Hangar Complex in Apple Valley, and the Baker Runway 15/33 Rehabilitation project. He added the department is compiling an updated cost estimate to be sent to the Department of Transportation for their review in relation to the Baker Runway 15/33 project.

Mr. Williams discussed the Fuel Plume issue at Chino Airport, and the Shade Port project at the Needles Airport, adding the Shade Port project is currently on hold due to the structural engineering investigation.

**Airport Monthly Reports:** Mr. Williams referred to his attached monthly report.

**Chino Development:** Mr. Williams referred to interoffice memo dated July 18, 2008. He discussed the refocusing of the Chino Development Task Force which will primarily focus on long term development at the Chino Airport. He discussed marketing outreach functions and the National Business Airport Association (NBAA) Convention in October in Orlando, Florida.

**Aviation and Energy:** Mr. Williams stated he attended the Southwest Chapter of the American Association of Airport Executives and heard a presentation on the economy and aviation, and was able to obtain the power point presentation to show to the Commission. The power point presentation was shown which related to the impact of high fuel costs on air transportation.

**Commission Meetings:** Mr. Williams reviewed Interoffice Memo dated July 18, 2008, regarding the proposed agenda layout for the Commission meetings. He discussed the written monthly reports from staff to be added in the Commissioner packets, and action

and policy items. He discussed an enhanced internet site to post the agenda and the minutes of the meetings, and the distribution of the agenda packets by e-mail only.

Chairman Cox stated he was in favor of the proposed agenda. He commented that he would like to approve the board items before they were presented to the Board of Supervisors.

The Commission discussed the proposed agenda format change. It was also discussed that e-mailing the agenda packets to the Commissioners would be sufficient.

Mr. Williams stated implementation of the new agenda format would be at the September 25<sup>th</sup> meeting.

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

**Chino Airport Operations:** Mr. Godown reviewed the chart for the Chino Airport operations for the month of June.

**County Transportation/Flood Control Department – Road Yard Facility (A-505):** The Road Yard Department moved out of the facility, Bldg. A-505, located at Chino Airport. Mr. Godown stated the inventory for the airport will be consolidated and stored in Bldg. A-505. He discussed the security issues related to moving into the building. He stated the inventory will be relocated to Bldg. A-505 by August.

**F. APPLE VALLEY AIRPORT – TERRY STOVER, APPLE VALLEY AIRPORT MANAGER**

**T-Hangar Update:** Already discussed by Mike Williams.

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

**Rotating Beacon Update:** Mr. Stover discussed relocating the beacon with a new pole and beacon to a new location. He discussed issues with FAA and required documents.

**G. BARSTOW/DAGGETT AIRPORT – TERRY STOVER, AIRPORT MANAGER:**

**Army's 159<sup>th</sup> Brigade from Fort Campbell, Kentucky:** Mr. Stover stated that Lt. Colonel Brett Bonnell gave an excellent speech to the Commission today.

**Hangar 7 Demolition:** Mr. Stover discussed the Hangar 7 demolition contingent upon the Army leaving the site.

**H. TWENTYNINE PALMS AIRPORT – TERRY STOVER, AIRPORT MANAGER**

**Building Electrical Upgrades:** Mr. Stover stated the building electrical upgrades are complete and discussed the installation of the central air conditioning and heating system for the office facility.

**Super AWOS:** Mr. Stover stated the Super AWOS also affects Apple Valley Airport since they are the same type of units. He discussed maintenance, verifications,

certifications and issues with the FAA regarding the Super AWOS. He discussed the meeting he had with the FAA and certification of the unit.

**E-Notams:** Mr. Stover discussed the FAA's streamlining the Notam process, adding the Notam's are manned by Lockheed Martin and submittal of the Notam's is an on-line process.

Mr. Stover thanked Mr. Randy Banks for attending the Airport Commission meeting and for his presentation to the Commission.

Mr. Stover stated they are having Air Show meetings twice a month.

Commissioner Bagley commented on the Apple Valley Airport Air Show diagram, Notam's, and standard signage for the Barstow/Daggett Airport. Mr. Stover discussed the Taxiway Bravo project and signage upgrade for the airport.

Mr. Jenkins stated he spoke with Chuck McCormick and plans are completed with the Taxiway Bravo project. He further discussed meeting with the FAA in June on the Taxiway Bravo project.

Mr. Williams discussed the Congress enacted short-term bill for FAA financing through September 30, 2008, adding there is no long-term bill enacted.

Discussion ensued regarding financing from the Federal monies. Mr. Williams discussed the prioritizing of projects for funding by the FAA and funding in relationship to military activity on the airport.

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

**Delinquency Report:** Ms. Suzanne Pekar discussed the delinquency report for July, adding it was the highest in the fiscal months.

**Revenue/Appropriations:** Suzanne Pekar discussed the Appropriation/Revenue Trend Reports for the department. She stated this is the final report for the fiscal year.

**Fuel Flowage Indicators:** Ms. Pekar did not have a report to distribute this month. She stated per discussion with Championship Aviation and Encore their fuel flowage was down about 10,000 gallons this last reporting month.

Ms. Pekar said she will get the fuel flowage reports completed next week and would e-mail them to each Commissioner.


Chairman Cox stated that August would be a dark month. The Commissioner's decided to have the September Commission meeting at the Apple Valley Airport.

Mr. Stover discussed the upcoming Air Show press conference scheduled for August 31<sup>st</sup> at 3:00 p.m. at the Apple Valley Airport. He stated Supervisor Mitzelfelt will be attending the press conference. He stated Planes of Fame was supplying a P51 fighter jet for the press conference. Mr. Stover invited the Commissioners to attend.

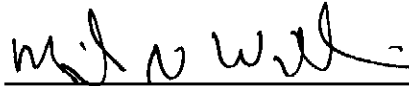
**ADJOURNMENT:** Chairman Cox adjourned the meeting at 11:20 a.m. to tour the Army temporary facilities and to have lunch with the Army.

**DATE, TIME AND PLACE OF NEXT MEETING:** September 25, 2008, 10:00 a.m., Apple Valley Airport, 21600 Corwin Road, Apple Valley, CA 92307.


Respectfully submitted,



Roy Cox, Chairman  
Airports Commission



Mike N. Williams, Director  
Department of Airports



Natalie Read, Executive Secretary II  
Department of Airports