

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
SITTING AS THE GOVERNING BOARD FOR THE FOLLOWING:  
SAN BERNARDINO COUNTY  
BOARD GOVERNED COUNTY SERVICE AREAS  
AND RECORD OF ACTION**

June 18, 2025

**FROM**

**BRETT J. GODOWN, Director, Department of Airports**

**TERRY W. THOMPSON, Director, Real Estate Services Department**

**SUBJECT**

Department of Airports Short-Term Real Estate Leasing Activity

**RECOMMENDATION(S)**

1. Acting as the governing body of San Bernardino County, receive a list of Department of Airports approved short-term real estate leases procured in accordance with County Policy No. 12-04 – Leasing County Airport Real Property, and executed pursuant to the Policy and County Code Section 18.0104, for the period of February 1, 2025, through February 28, 2025.
2. Acting as the governing body of the Board Governed County Service Area 60 – Apple Valley Airport, receive a list of the Department of Airports approved short-term real estate leases procured in accordance with County Policy 12-04 – Leasing County Airport Real Property and executed pursuant to the Policy and County Code Section 18.0104, for the period of February 1, 2025, through February 28, 2025.

(Presenter: Brett J. Godown, Director, 387-8810)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Promote the Countywide Vision.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item will not require the use of Discretionary General Funds (New County Cost). There is no financial impact to receive this list of short-term real estate leasing activity at San Bernardino County Airports for the period of February 1, 2025, through February 28, 2025. However, approved short-term leases do result in revenues that are utilized by the Department of Airports to help offset the cost of airport operations. Sufficient appropriation and revenues are included in the Airports 2024-25 budget and will be included in the future recommended budgets.

The following reflects the Solicitation of Proposal (SOP) and Short-Term Leases (STL) activity for the period of February 1, 2025, through February 28, 2025:

Solicitation of Proposals			
Airport	Facility	Proposal Issued	Submission Due Date
NONE			

**Department of Airports Short-Term Real Estate Leasing Activity**  
**June 18, 2025**

<b>Short -Term Leases / Permits</b>			
<b>Lessee or Permittee</b>	<b>Agreement Number / Type</b>	<b>Term</b>	<b>Lease or Permit Fee</b>
Scott Guyton	TNP-3916	Monthly	\$55
James L. Herd & Jennifer Ware	CNO-3919	Monthly	\$105

**BACKGROUND INFORMATION**

On October 30, 2001 (Item No. 55), the Board of Supervisors (Board) adopted County Policy No. 12-04 – Leasing County Airport Real Property (Policy). For short-term leases, licenses, permits, and use agreements, the Policy authorizes a SOP or a STL process to lease County Airport property where the estimated monthly base rent is equal to or less than \$5,000 and the term (including options) is equal to or less than five years. STLs that are procured pursuant to the Policy are executed by the Director of Airports and the Director of the Real Estate Services Department (RESO) in accordance with the Policy and County Code Section 18.0104. The Policy requires Airports and RESO to prepare a timely, but not less than monthly, agenda item to the Board reporting the SOPs commenced and the STLs executed under the Policy

**PROCUREMENT**

The foregoing STL agreements were procured pursuant to Policy No. 12 – 04.

**REVIEW BY OTHERS**

This item has been reviewed by Real Estate Services Department (Lyle Ballard, Real Property Manager, 387-5000) on May 13, 2025; County Counsel (Agnes Cheng, Deputy County Counsel, 387-5455) on April 29, 2025; Finance (Eduardo Mora, Administrative Analyst, 387-4052) on May 28, 2025; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on May 28, 2025.

**Department of Airports Short-Term Real Estate Leasing Activity  
June 18, 2025**

Record of Action of the Board of Supervisors  
San Bernardino County  
Board Governed County Service Areas

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 18, 2025



cc: File - Airports  
JLL 06/20/2025