

**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 13, 2023

**FROM**

**JAMES E. JENKINS, 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 April 1, 2023 through April 30, 2023.
2. Acting as the governing body of the Board Governed County Service Area 60 – Apple Valley Airport, receive a list of Department of Airports approved short-term real estate leases procured in accordance with the 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 April 1, 2023 through April 30, 2023.

(Presenter: James E. Jenkins, 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 Funding (Net 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 April 1, 2023, through April 30, 2023. However, approved short-term leases do result in revenues that are utilized by the Department of Airports (Airports) to help offset the cost of airport operations, and sufficient appropriation and revenue are included in the Airports 2022-23 budget.

The following reflects the Solicitation of Proposal (SOP) and Short-Term Lease (STL) activity for the period of April 1, 2023 through April 30, 2023.

<b>SOLICITATION OF PROPOSALS</b>			
<b>Airport</b>	<b>Facility</b>	<b>Proposal Issued</b>	<b>Submission Due Date</b>
APV	None	None	None
CNO	None	None	None

**Department of Airports Short-Term Real Estate Leasing Activity**  
**June 13, 2023**

<b>SHORT-TERM LEASES</b>			
<b>Lessee or Permittee</b>	<b>Agreement Number / Type</b>	<b>Term</b>	<b>Lease or Permit Fee</b>
Joe Stache	CNO-3686	Monthly	\$60
Sam Davis	CNO-3687	Monthly	\$165
Kevin Kane	CNO-3688	Monthly	\$60
Kevin Kane	CNO-3689	Monthly	\$60
Kevin Kane	CNO-3690	Monthly	\$60
Bob Kantor	CNO-3691	Monthly	\$125
<b>Total</b>			<b>\$530</b>

**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 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 (RESD) in accordance with the Policy and County Code Section 18.0104. The Policy requires Airports and RESD 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 (Lorraine Davila, Real Property Manager, 387-5000) on May 22, 2023; County Counsel (Agnes Cheng, Deputy County Counsel, 387-5455) on May 17, 2023; Finance (Elias Duenas, Administrative Analyst, 387-4052) on May 24, 2023; and County Finance and Administration (Valerie Clay, 387-5423) on May 24, 2023.

**Department of Airports Short-Term Real Estate Leasing Activity  
June 13, 2023**

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

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 13, 2023



cc: File - Airports  
File - SDD/CSA/Area 60 (Apple Valley Airport)  
JM 06/26/2023