

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

May 7, 2024

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 March 1, 2024, through March 31, 2024.
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 No. 12-04 – Leasing County Airport Real Property and executed pursuant to the Policy and County Code Section 18.0104 for the period of March 1, 2024 through March 31, 2024.

(Presenter: Brett 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 the 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 March 1, 2024, through March 31, 2024. 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 2023-2024 budget and will be included in future recommended budgets.

The following reflects the Solicitation of Proposal (SOP) and Short-Term Leases (STL) activity for the period of March 1, 2024, through March 31, 2024:

Solicitation of Proposals

**Department of Airports Short-Term Real Estate Leasing Activity
May 7, 2024**

Solicitation of Proposals			
Airport	Facility	Proposal Issued	Submission Due Date
Apple Valley Airport	None	None	None
Chino Airport	None	None	None

Short -Term Leases / Permits			
Lessee or Permittee	Agreement Number / Type	Term	Lease or Permit Fee
Eric Lyman	CNO – 3741	Month to Month commencing on 3-13-2024	\$60
Jack Vandeman-South-West Aircraft	CNO - 3746	Month to Month commencing on 3-13-2024	\$60
Gerald E. Giddens	CNO - 3747	Month to Month commencing on 3-22-2024	\$60
Justin Ploense	APV - 3748	Month to Month commencing on 3-25-2024	\$60

BACKGROUND INFORMATION

On October 30, 2001 (Item No. 55), the San Bernardino County 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. STL's 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 (Lyle Ballard, Real Property Manager, 387-5000) on April 19, 2024; County Counsel (Agnes Cheng, Deputy County Counsel, 387-5455) on April 18, 2024; Finance (Elias Duenas, Administrative Analyst, 387-4052) on April 19, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on April 19, 2024.

**Department of Airports Short-Term Real Estate Leasing Activity
May 7, 2024**

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

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 7, 2024



cc: File - BGCSA/CSA 60 Apple Valley Airport
JLL 05/8/2024