

**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 25, 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 April 1, 2024, through April 30, 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 April 1, 2024 through April 30, 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 April 1, 2024 through April 30, 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 2023-24 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 April 1, 2024 through April 30, 2024:

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

**Department of Airports Short-Term Real Estate Leasing Activity
June 25, 2024**

Short -Term Leases / Permits			
Lessee or Permittee	Agreement Number / Type	Term	Lease or Permit Fee
Gabriel Espasas	CNO – 3749	Month to Month commencing on April 3, 2024	\$60
MI Air Corp	CNO - 3750	Month to Month commencing on April 4, 2024	\$464
Jiarui Wang	CNO - 3751	Month to Month commencing on April 8, 2024	\$60
Circle The Globe Productions	CNO - 3752	1-Day commencing on April 19, 2024	\$1466

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 May 31, 2024; County Counsel (Agnes Cheng, Deputy County Counsel, 387-5455) on May 30, 2024; Finance (Elias Duenas, Administrative Analyst, 387-4052) on May 31, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on June 5, 2024.

**Department of Airports Short-Term Real Estate Leasing Activity
June 25, 2024**

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

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 25, 2024



cc: File - Airports
JLL 07/1/2024