

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

December 7, 2021

**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 list of Department of Airports approved short-term real estate leases procured in accordance with County Policy No. 12-04 and executed pursuant to the Policy and County Code Section 18.014 for the period of October 1, 2021 through October 31, 2021.
2. Acting as the governing body of the Board Governed County Service Area 60 – Apple Valley Airport, receive list of Department of Airports approved short-term real estate leases procured in accordance with County Policy No. 12-04 and executed pursuant to the Policy and County Code Section 18.014 for the period of October 1, 2021 through October 31, 2021.

(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 October 1, 2021 through October 31, 2021. However, approved short-term leases do result in revenues that are utilized by Department of Airports (Airports) to help offset the cost of airport operations.

The following reflects the Solicitation of Proposal (SOP) and Short-Term Lease (STL) activity for the period October 1, 2021 through October 31, 2021.

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

**Department of Airports Short-Term Real Estate Leasing Activity  
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<b>SHORT-TERM LEASES</b>			
<b>Lessee or Permittee</b>	<b>Agreement Number / Type</b>	<b>Term</b>	<b>Lease or Permit Fee</b>
Mike Herzog	TNP-3429	Monthly	\$50
Patrick Townes	APV-3430	Monthly	\$90
Joe Noyes	CNO-3431	Monthly	\$350
Yanks Air Museum	CNO-3432	Daily	\$0
QAS Productions	CNO-3433	Daily	\$1,247
Henry R. Bottieri	CNO-3434	Monthly	\$310
Henry R. Bottieri	CNO-3435	Monthly	\$310
Henry R. Bottieri	CNO-3436	Monthly	\$55
Henry R. Bottieri	CNO-3437	Monthly	\$55
Montague & Cece Bowe	CNO-3438	Monthly	\$110
Richard Chan	CNO-3439	Monthly	\$100
Kenneth Clements	CNO-3440	Monthly	\$640
Kenneth Clements	CNO-3441	Monthly	\$310
James Cook	CNO-3442	Monthly	\$55
Keith Kosuth	CNO-3444	Monthly	\$310
Affordable Avionics	CNO-3445	Weekly	\$62
Ronald Correa	CNO-3446	Monthly	\$100
Sean Cunneen	CNO-3447	Monthly	\$350
Roscoe Diehl	CNO-3448	Monthly	\$155
Roscoe Diehl	CNO-3449	Monthly	\$445
Roscoe Diehl	CNO-3450	Monthly	\$310
Daniel Garcia	CNO-3451	Monthly	\$110
Lowell Kitchens	APV-3452	Monthly	\$90
Kenneth Clements	CNO-3453	Monthly	\$295
Craig Evans	CNO-3454	Monthly	\$110
Mark Gatlin	CNO-3455	Monthly	\$310
Brent George	CNO-3456	Monthly	\$350
Lester Fowler	CNO-3457	Monthly	\$350
Michael Gonzaga	CNO-3458	Monthly	\$465
Bill Griffin	CNO-3459	Monthly	\$295
Ruben Gutierrez	CNO-3460	Monthly	\$110
Don Harrison	CNO-3461	Monthly	\$465
Donald Cox	APV-3462	Monthly	\$285
Albert Guilbaud	CNO-3463	Monthly	\$350
Douglas Haydon	CNO-3464	Monthly	\$110

**BACKGROUND INFORMATION**

On October 30, 2001 (Item No. 55), the Board of Supervisors adopted County Policy No. 12-04, Leasing County Airport Real Property (Policy). For short-term leases, licenses, permits, and use agreements, the Policy authorizes an SOP or an STL process to lease County Airport property where estimated 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 the Department of Airports and the Director of the Real Estate Services Department in accordance with the Policy and County Code Section 18.014. The Policy requires that the Airports and Real Estate Services Departments prepare a timely, but not

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less than monthly, agenda item to the Board of Supervisors reporting the SOPs commenced and the STLs executed under the Policy.

**PROCUREMENT**

The foregoing agreements were procured pursuant to County Policy No. 12-04, Leasing County Airport Real Property.

**REVIEW BY OTHERS**

This item has been reviewed by Real Estate Services Department (Jennifer Costa, Assistant Director, 387-5252) on November 10, 2021; County Counsel (Agnes Cheng, Deputy County Counsel, 387-5455) on November 8, 2021; Finance (Sofia Almeida, Administrative Analyst, 387-4378) November 16, 2021; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on November 17, 2021.

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Record of Action of the Board of Supervisors  
San Bernardino County

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

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: December 7, 2021



cc: File - Airports  
File - SEP/Board Governed County Service Area - CSA 60  
(Apple Valley Airport)  
CCM 12/16/2021