

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

**May 4, 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 the County of San Bernardino, 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 March 1, 2021 – March 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 March 1, 2021 – March 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 March 1, 2021 – March 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.

**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 a Solicitation of Proposal (SOP) or a Short-Term Lease (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 (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

**Department of Airports Short-Term Real Estate Leasing Activity  
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Services Departments prepare a timely, but not less than monthly, agenda item to the Board of Supervisors reporting the SOPs commenced and the STLs executed under the Policy.

The following reflects the SOP and STL activity for the period March 1, 2021 – March 31, 2021.

<b>SOLICITATION OF PROPOSALS</b>			
<b>Airport</b>	<b>Facility</b>	<b>Proposal Issued</b>	<b>Submission Due Date</b>
CNO	Commercial Hangar 2; (F340)	March 12, 2021	April 15, 2021

<b>SHORT-TERM LEASES</b>			
<b>Lessee or Permittee</b>	<b>Agreement Number / Type</b>	<b>Term</b>	<b>Lease or Permit Fee</b>
Chino Young Marines	CNO-3261	Monthly	\$285
Mauricio Barrera	CNO-3262	Monthly	\$55
Michael Lazzaro	CNO-3263	Monthly	\$50
Mehdi Shokoohi	CNO-3264	Monthly	\$350
Steven Beckett Jr.	CNO-3265	Monthly	\$55
Geoffrey Morris	CNO-3266	Monthly	\$295
Phil DuBois	CNO-3267	Monthly	\$310

**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 March 30, 2021; County Counsel (Agnes Cheng, Deputy County Counsel, 387-4271) on March 30, 2021; Finance (Elias Duenas, Administrative Analyst, 387-4052) on April 12, 2021; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) April 14, 2021.

**Department of Airports Short-Term Real Estate Leasing Activity  
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Record of Action of the Board of Supervisors  
County of San Bernardino  
Board Governed County Service Areas

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 4, 2021



cc: File - Board Governed County Service Area - CSA 60 - Apple  
Valley Airport  
CCM 05/13/2021