

**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**

July 13, 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 May 1, 2021 – May 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 May 1, 2021 – May 31, 2021.

(Presenter: James E. Jenkins, Director, 387-8810)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

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 May 1, 2021 – May 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 May 1, 2021 – May 31, 2021.

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

<b>SHORT-TERM LEASES</b>			
<b>Lessee or Permittee</b>	<b>Agreement Number / Type</b>	<b>Term</b>	<b>Lease or Permit Fee</b>
MJ68 Productions	CNO-3279	Daily	\$2,214.72
Steven Simpson	APV-3280	Monthly	\$1,050

**Department of Airports Short-Term Real Estate Leasing Activity**  
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Morepark Productions, LLC	CNO-3281	Daily	\$110
Dana Lund	CNO-3282	Monthly	\$110
David Rastavan	CNO-3283	Monthly	\$55
Michael Lazzaro	APV-3284	Monthly	\$310
Marc Seal	CNO-3285	Monthly	\$55
Shawn Bushnell	APV-3286	Monthly	\$310
Mike Greene	APV-3287	Monthly	\$310
Michael O'Brien	CNO-3288	Monthly	\$310
Affordable Avionics	CNO-3289	Monthly	\$250

**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 (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 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 June 7, 2021; County Counsel (Agnes Cheng, Deputy County Counsel, 387-5455) on June 7, 2021; Finance (Amanda Trussell, Principal Administrative Analyst, 387-4773) on June 28, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on June 28, 2021.

**Department of Airports Short-Term Real Estate Leasing Activity  
July 13, 2021**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: July 13, 2021



cc: File- SEP/Board Governed County Service Area - CSA 60  
(Apple Valley Airport)

CCM 07/19/2021