

**CITY OF REDLANDS
AIRPORT ADVISORY BOARD**

July 17, 2019 Meeting Minutes

ROBERT PEARCE, CHAIR

DEBORAH FORTHUN, VICE CHAIR
JAMES D. PICKENS, BOARD MEMBER
RENEA WICKMAN, BOARD MEMBER

CASEY ANN ERICKSON, BOARD MEMBER
MICHAEL SULLIVAN, BOARD MEMBER
vacant, BOARD MEMBER

1. CALL TO ORDER – Attendance, Pledge of Allegiance

Chairman Pearce called the meeting to order at 6:04 PM. Board Members James Pickens and Renea Wickman were absent (unexcused). Council Member Paul Barich, City staff Tricia Swope and Larry Alms were present. There were six community members in the chambers at the start of the meeting.

2. PUBLIC COMMENTS

Mark Stanson, representing Sue Cook for the Hanger 24 Charities AirFest, gave a report on the final finances of the AirFest Show. Income from the show was \$496,000 with the expenses at \$427,000. Mark reported that the event is also a conduit for other patrons to donate to the H24 Charities. Mark also informed the Board that the H24 Charities is a 501 C3 IRS registered charity and as such is audited. He also noted that the Hanger 24 Brewery does not make a profit from the AirFest. Mr. Pearce asked if there were any funds set aside for Airport improvements to which Mark said he would bring it up during the next H24 Charities meeting.

3. APPROVAL OF MINUTES

A. Minutes of the June 5, 2019, regular meeting were approved by a motion from Deborah Forthun, seconded by Michael Sullivan and carried with a vote of three approvals and Casey Ann Erikson abstaining, as she was not in attendance at the June meeting.

4. COMMUNICATIONS

A. Report from staff.

i. Update on general operations and maintenance:

Tricia Swope introduced Larry Alms who is a new staff member and will assist in supporting the Airport needs. The City Council, at Tuesday's meeting, approved Donald Crow to fill the vacant Board member position. The Quality of Life Department name is now changed to "Facilities & Community Services Department" along with this change is a new City website layout. A quick demo of the site showed that the Airport link was listed under the Transportation dropdown menu. The Board recommended that staff look into moving the link directly under the Services heading similar to the Library link. There is also a new part time temporary employee, Anthony Calhoun, who is working at the Airport. Once his schedule is finalized, the hours will be will be posted and shared with airport tenants and users.

Mr. Pearce reported that there were numerous small rocks seen on the runway and asked if the City could sweep the runway with a pull behind sweeper.

Staff reported that weeds are growing fast after the June 17th cutting so staff has a follow up cutting scheduled for next week.

As public comment, Bob O'Conner recommended that the Airport runways and taxiways be swept regularly. At the Board's request, staff will endeavor to have maintenance staff available to answer questions and discuss options at the next meeting.

ii. Projects & Grants – update on PAPI Certification:

Staff was notified today, July 17th, by the FAA that the final PAPI certification was successful. There are no in process grant applications pending for any Airport projects.

B. Facilities Maintenance (Airport Supervisor Updates and Reports)

i. Airport Entrance Sign:

The airport sign is completed at the sign builder and is ready to install pending City crew availability. The Sign should be put in place by the first week of August. Mr. Pearce asked Staff to quote a smaller Airport sign possibly 3'X4' at the west end and to see if H24 would fund the sign.

5. OLD BUSINESS

A. Discussion and Possible Action Regarding the Five Year Airport Capital Improvement Plan

- i. Subcommittee Report: The Master Plan was approved in 2008, and not one item has been completed. Airport capital improvements are 5 years behind schedule. The approved Master Plan does not need a new update but can use a few minor priority changes in the 7 item Short Term Planning Horizon 5 year list (Exhibit 5C). Chairman Pearce reported that the FAA does have funding available for general aviation airport capital improvements once a grant request is approved. Staff reported that there is no dedicated employee that writes grant requests but assures the Board that the capability exists within the organization. Vice Chair Forthun volunteered that she has experience in writing grants and could help if necessary. Other options suggested was for the City to hire a grant writing consultant or to use the Redlands Airport Association's grant writer. According to Board Members, the Wash Rack and East End Apron Paving Maintenance are candidates for a grant request.

6. NEW BUSINESS

A. Discussion and Possible Action Related to the Toys for Tots Special Event to be held at the Airport on November 16, 2019:

Phil Ensley spoke on behalf of the Toys for Tots program. He informed the Board that the program was in its 6th year and the program last year sent 32 airplanes full of donated toys to the USMC Reserve personnel from the 4th Tank Battalion, 4th Marine Division, 29 Palms Combat Center. He requested the board approve that the West end area be used again November 16th for the drive this year. He stated that there will be multiple participants and activities at this Toy Drive. Staff noted that new City website has community events included in the calendar and that the Toys for Tots program will be added to the City's Events webpage. The Board moved to recommend that the City Council approve this event on a motion by Board Member Forthun, seconded by Board Member Erikson, and carried.

B. Discussion and Possible Action Regarding update to Redlands Municipal Code Chapter 12.56:

This item was tabled until the next meeting. Chairman Pearce stated that Code 12.56 needed extensive review to comply with current FAA rules. This review could take 2 to 3 months with contributions for the Board and from the experienced members of the aviation community.

7. POSSIBLE AGENDA ITEMS FOR NEXT MEETING: None forthcoming

8. BOARD MEMBER COMMENTS:

On Saturday, June 29th, Council Members Toni Momberger and Paul Barich conducted a successful Coffee with the Council meeting in the Airport Lobby attended by the community.

Council Member Paul Barich noted he will be absent for the next Board meeting.

It was requested that all who utilize the Airport brainstorm on how to raise funds for the airport other than through fee increases.

7:17 PM ADJOURNMENT TO NEXT REGULAR MEETING OF AUGUST 7, 2019.