

**Minutes of Redlands Airport Advisory Board Meeting held at 5:30 pm
February 1st, 2017
City Council Chambers, 35 Cajon Street, Suite 2, Redlands, California**

Members Present:

Ingrid Biglow, Chair
Kevin Hockenson, Vice-Chair
John Loy
John Oros
Miles Miller

Members Absent:

Ron Klinkebiel
Dr. James Caley

Staff:

Will Hamilton, Quality of Life
Tricia Swope, Quality of Life

Guests:

Ted Gablin, Redlands Association
Cindy Gablin, Redlands Association
Robert Pearce, Redlands Association

- I. CALL TO ORDER, ATTENDANCE, And PLEDGE OF ALLEGIANCE:** The meeting was called to order at 5:30 PM by **Chair Mme Biglow**, followed by Pledge of Allegiance.

- II. PUBLIC Comments**
None

- III. Approval of Minutes:** The minutes of December 7th, 2016 were approved with amendments on a motion by **Mr. Loy**, seconded by **Mme Chair** approved 3/2, (J. Oros, M. Miller; abstained)

- IV. STATUS REPORTS**
 - A. Airport Business Plan Updates
Mr. Hamilton gave update on leases; trying to establish communications with FBO in order to hear from them. Additionally there have been hangar inspections, since City is the sponsor of airport, City staff is following closely FAA's requirements aligned with insurance of aircraft and airworthiness thereof. City as sponsor is following certain guidelines to meet the requirements for all concerned parties, regarding leases.
 - B. Airport Facility Maintenance
Mr. Hamilton has been and is speaking with tenants regarding any issues, e.g. vents, hanger doors, leakages, tarmac obstructions or any issues from rains where dirt and materials have washed in, causing issues. Some areas with gates are being addressed to re-enforce security with gate cards

- C. Dirt Stockpile
Mr. Hamilton did not have any progress report from San Bernadino County
- D. Airport Permit
Mr. Hamilton, still going back and forth with FAA and Caltrans in communications
- E. ACIP Projects and Grants
Mr. Hamilton gave a listing of current activities where the ACIP funding with three different grants, different amounts; these grants will encompass a number of projects, e.g. Signage and Lighting, Rails, Papi, trying to include Segmented circle, 2 Windsock(s), possibly Beacon as well as. In these delayed manners, “the costs factors may be less in the long run.”
Chair inquired about the erosion along airport fence lines; due to transients and coyote entering premises, to which **Mr. Hamilton** responded, it is not a high priority item with FAA.
- F. Wash Rack
The Advisory Board have requested this item numerous times and **Mr. Hockenson** ¹⁾ will make additional inquiries from other sources and bring back to AAB March 1st meeting. ACIP funding is mainly for taxiway and runway, whereas FAA does not see funding used for wash rack. **Mr. Hamilton** in closing emphasized that FAA is aware that we wish to have a wash rack on the premises at some point in time.

V. OLD BUSINESS

- A. We have requested a follow-up from **Mr. Loy** ²⁾ he will give researched progress report of Citrus Reservoir item at the AAB March 1st meeting; (referencing Minutes 12-02-15)

VI. NEW BUSINESS

- A. Discussion of Hangar 24 Charities Donations to Airport
Several items had been considered and discussed:
1. New furniture for the Airport Lobby
 2. A manner by which to transport and make (Charities donated 2015) Fire Equipment usable
 3. New carpet and ceiling panels
(Further creative ideas will be listed by board members, hopefully before March 1st)
- B. Ad-Hoc Committee Report-Air Fest 2017 (Meeting held January 25, 2017)
Chair read off the following AAB Ad Hoc’s recommendations:
- Need Many More “No smoking” signs in the Kid’s Zone.
 - The City letter to the airport community should go out at least two weeks prior to the event
 - City should pick up dumpsters on Monday after Air fest
 - The event approval is conditional on adopting recommendations, from subsequent safety meeting(s) with police and fire
 - The use of Ez-up(s) should be reviewed at the safety meeting
 - Pilot briefings should warn of increased coyote and bird activity at the airport- (keeping the food chain in mind with resent rains)
 - Hangar will need to give a timeline update of the May 2017 event at the March or April AAB meeting

(Non agenda item)

Mr. Pearce commented about an “Action Report” from the Ad Hoc Committee and recommended these for future reference. Additionally he spoke on the 5 year plan, moving on with one project in succession after another, to which **Mr. Hamilton** responded that he has submitted a DRAFT of ACIP projects, which FAA has requested and is in the Airport Business Plan and the Airport Land use overall concerns

Mr. Hamilton clarified that **ACIP** is for Capital Improvement, where striping would be a maintenance issue as opposed to RE-surfacing the runway that is what **ACIP** funding would cover. Maintenance and rehabilitation are two separate issues

VI. POSSIBLE (additional) AGENDA ITEMS FOR NEXT MEETING

- 1. A presentation from Hangar after their near completion of listed performers, with as near as possible of a timeline, TFRs requested and (near completion) of site-plan display**
- 2. Presentations: Mr. Hockenson ¹⁾ and Mr. Loy ²⁾**
- 3. Inclusion of Airport Businesses as well as Chamber of Commerce**

VII. ADJOURNMENT By Mme Chair at 6:17 pm TO NEXT REGULAR MEETING on Wednesday, March 1, 2017

**Minutes submitted by:
Ingrid Biglow
Airport Board Member**

Attachment: AAB Ad Hoc Minutes from January 25th, 2017

**Minutes of the Redlands Airport Advisory Board Meeting held at 5:30 PM,
March 1st 2017**

Airport Lobby

Members Present:

Ingrid Biglow Chair
Kevin Hockenson Vice-Chair
John Oros
Dr. James Caley
Miles Miller

Members Absent:

Ron Klinkebiel
John Loy

Staff:

Will Hamilton, Quality of Life Department
Bassam Alzamar, Municipal Utilities & Engineering Department
Dan Elton, Redlands Police Dept, AIR-Unit

Council Liaison:

Eddie Tejada, City Council Liaison

Guests:

Randy Bales, RB Development/Contractor	Joel Rothschild
Jake Roberts, P.E. Parsons Brinkerhoff	J. Cally
Cindy Gablin, RAA	Brentt King, ATA
Ted Gablin, RAA	Ensen Mason, RAA
Daryl Shippy, H24/Charities	Jim Ott, FBO

I. CALL TO ORDER, ATTENDANCE, PLEDGE OF ALLEGIANCE

The meeting was called to order at 5:30 PM by Chair Ingrid Biglow, was followed by Pledge of Allegiance; guests welcome; new Liaison Council Member E. Tejada was introduced.

II. PUBLIC COMMENTS:

Mr. Rothschild presented a concept of community outreach, e.g. **Emerald Bracelet** explained how the AIRPORT can be utilized for a number of activities; showing on a board how community members (02-25-17*) placed preferences with stickers on a large board. The stickers represented, essentially mirrored the City's General Plan, preferences during public workshops in the past. This event* was the annual tour of the **Conservancy** with the idea, **Emerald Necklace** a belt of maintained green area surrounding Redlands. **The Bracelet** concept is a ring

of green surrounding the Airport, “green meaning Airport compatible use” hoping the City will consider the public’s preferences; the holistic approach to the Airport surrounding, long term areas, with viability to the people.

Mr. Gablin gave us the “Spring Fling March 18th” notice with a pancake breakfast and supplements the Young Eagles flight, hopefully the volunteer pilots will have a great turnout and fly many kids when weather conditions are favorable; community is invited with the purpose to introduce aviation to the young kids. Additionally there will be another Young Eagles flight in June; planned quarterly; August National Aviation Day Fly-In, ‘transient fly-ins;’ Casey Erikson is forming an **IEC** chapter, bringing to Redlands news that the maintained aerobatic box is here for aerobatic pilots to practice and enhance the one and only aerobatic box in the area; “good for Redlands, good for business.”

III. Approval of Minutes: The minutes of February 1st were approved unanimously on a motion by **John Oros**, second **Dr. James Caley**, 4/0 (Mr. Hockenson, late arrival)

IV. Status Report:

A. Airport Business Plan Update: Mr. Hamilton; had no Business Plan updates since last meeting. Still working on issues on aviation use, updated 2/3 of lease agreements, currently contacting long-term tenants regarding insurance standards, this is not new, but steadfast contacts to regulate polices/liability to the City is being updated

B. Airport Facility Maintenance: Mr. Hamilton; the biggest problems with hangars are doors and leaks; there were many complaints regarding doors

C. Dirt Stockpile (no report) Mr. Hamilton; no updates from the S. B. County, however will contact their representative

D. Airport Permit: Mr. Hamilton, we are in the process of Cal-Trans inspection in a very near future, to do aerospace study, FAA. We have one study back, waiting for a second study, once we have all the information completed we will give AAB and the airport community as a whole the reports

E. ACIP Projects and Grants: Mr. Hamilton; is trying to leverage funds left for environmental and engineering project, toward the segmental circle, 2 wind socks and possibly the beacon.

Mr. Alzamar with City’s Municipal Utilities and Engineering Department gave notice that soon the **Well Project No. I;** shall begin hauling in a 40’ large crane, equipment and large trucks, entering from the westerly portion of ramp to access the northerly site by tetrahedron of airport property where **well** is situated. We are told this maintenance project will take 30-40 days and is performed routinely every seven years. Water utilities departments are working on the time frame for this project, which will happen within a very near future.

All contractors (Parsons Brinkerhoff, RB Development as well as Redlands MUD personnel) will either have their individual gate cards, or the individuals shall be escorted in to airport property by City personnel. “FAA’s CSP Construction Safety Plan will, we are told, regulate the individuals who enter the airport premises by all regulatory safety means, as well as MUD’s presentation, because of the project being so close to the runway.”

F. Wash Rack: Mr. Hockenson was given an opportunity to research ‘other’ options, having contacted Enterprise Rent-A-Car in Redlands and found that they have an underground infrastructure, cost factor approximately \$200,000; another airport’s wash rack where other cities may require water/oil separation, would vary in costs with city or county wash basin regulations.

V. Old Business:

A. Discussion of Hangar 24 Charities Donation to Airport

Multiple ideas were heard: e.g. new lobby furniture, new ceiling panels, new flooring, 2 exterior lobby signs, Council member **Tejeda** suggested someone contact the Cultural Arts Commission. Additional street signs designating clearer visibility of airport lobby were suggested; previous mobile unit to support fire equipment (2015 donation) and a mobile food truck were some of the suggestions, with discussions that followed of **Dr. Caley** “one day invite numerous food trucks.”

Air Fest Planning:

Additionally **Mr. Daryl Shippy** (Events Director) gave a brief update about May 20th Air Fest, entertainment list with various bands performing; aviation list of performers The Patriots, C17 fly-by, Vicky Benzing, Ben Eagles, Sammy Mason, Tony Higa, T38 fly-by, still waiting for a “demo team” where this preliminary list will firm up middle of March. Friday’s TFR from 2 to 5 pm, (“this window may change”) day of show May 20th, Airport will close for the TFR at preliminary times 2:30 pm to 7:30 pm, then airspace will open back up at the close of show performers.

B. Ad-Hoc Committee Report-Air fest 2017 Meeting (January 25, 2017 Minutes encompass all recommendations, given to AAB at February 1st meeting and appear in those minutes)

VI. New Business

A. Discussion of airport Development Projects* (heard earlier in the meeting)

Introduction of **Randy Bales**, Contractor, gave Board members a preliminary timeline to Lighting and Signing Project, beginning March 13th to continue for approximately ten weeks, or until completed. Mr. Bales will go through proper

channels, **Chair** asked to have **materials posted in four strategic places at the airport**, coordinated with Mr. Hamilton and airport users for the various timelines. The work will proceed at various phases, posted accordingly, where airport will be closed at night, some time, in May, then consecutively 5 days/week, Airport be opened back up on Saturdays and Sundays, NOTAM(s) accordingly. The main reason the contractor and engineer is present at the AAB meeting today, is to get the information out to all who are impacted by this Airport project.

Introduction of **Mr. Jake Roberts, P.E. Parsons Brinkerhoff**; has a long history of previous engineering at the Redlands Airport and as this project is progressing; the engineering team and construction management will work together with all inspections, heavily involved with the constructions, with weekly updates during the entire time of the project. This is a project that is going to enhance current conditions once completed, a mess while ongoing, but is long overdue. For upcoming issues Mr. Hamilton will be the person to contact as well as his informative postings and e-mails to airport users. The projects have been heard at two public meetings thus far; every airport user is asked to stay informed, to use safety, caution as a primary objective during the constructions.

B. Discussion of reservoir, EIR, and wildlife mitigation. Report forthcoming by Mr. Loy

C. Proclamation related to Redlands Municipal Airport 70th Anniversary. Chair requested AAB and airport user members input as well as read a sample, **“which will ultimately be an Official Proclamation drafted by City Manager’s office and presented during a City Council meeting.”**

D. Outreach for future Airport Advisory Board Members: At this time **Chair** gave the floor to Mr. Hockenson who explained that due to family issues, he is moving to Washington, and will resign from the AAB, and hopes to reconnect at another point in time; **Chair** thanked Mr. Hockenson for his diligent service and all gave him a standing ovation. In addition, Chair’s tenure as well as Mr. Miller’s tenure on the Board will expire May 1st 2017 and neither member has asked for renewal. Chair requested that the three seats soon be advertised on City’s web site.

VII. Possible Agenda Items: All above items will remain on the agenda for further discussion

VIII. Adjournment at 6:30pm, to Next Regular Meeting Wednesday, April 5th 2017

Minutes submitted by
Ingrid M. Biglow
AAB Member

Minutes of the Redlands Airport Advisory Board Meeting
held at 5:30 PM, April 5, 2017

City Council Chambers

Members Present:

Ingrid Biglow – Chair
Ron Klinkebiel
John Loy
Miles Miller
John Oros

Members Absent:

Dr. James Caley
Kevin Hockenson – Vice Chair

Staff:

Will Hamilton Q of L
Tricia Swope of Q of L

Council Liaison:

Eddie Tejada, City Council

Guests:

Nolen Leggio	Cindy Gablin
Ted Gablin	Steve Miller
Ensen Mason	Daryl Shippy
Mark Stauson	

1. Call to order, attendance, Pledge of Allegiance

The meeting was called to order at 5:33 PM By chair Ingrid Biglow, was followed by Pledge of Allegiance, guests welcomed, Board members welcomed

2. Public Comment:

RAA Ted Gablin – Redlands Airport is 70 years old, propose a celebration for combined national aviation day and the airport birthday. Runway was first developed in 1947, 1962 became municipal airport.... Will has proposed doing some stuff. Let's try getting food trucks and Hanger24 to participate

3. Approval of Minutes:

Motion to approve minutes of March 2017 Meeting made by John Oros, seconded by John Loy, approved 5-0

4. Status reports:

- a) New Leases, Maintenance issues, weeds, Hanger doors, Airport permit, Will Hamilton still working on updating of all leases city owned and FBO operated ones, also systematically spraying for weeds, rain hampered this endeavor. Continued repairs to hanger doors,
- b) ACIP projects continue with Mr. Hamilton working with environmental and engineering programs, Steve Willard asked about ramp 3 closure impact people who use the airport at night

- c) Dirt Stockpile no updates
- d) Grant – Mr. Hamilton working on phase 2, working with Caltrans, FAA, 4 sections Base, Additive A, B, C. New wind Socks, Mr. Gablin requests that the shadow box be continually updated.

5. OLD Business

- a) Hanger 24 request for endorsement for air fest. Daryl Shipley / Mark Stauson gave us a brief of the expected airshow / activities. Proposed TFR changes on Friday for practice with military aircraft. No pyrotechnics, Airport closure times. Clean up, the company he hires employs special needs people who are trying to make a living so they require some concessions, ie they don't work past 930 pm but will be back at 630 Sunday morning to continue the cleanup effort. EZ ups will be allowed, there will be a PA system used for voice projection. As requested more "no smoking" signs will be posted prominently. Mr. Shipley expressed the continued use of the manual gate created in the west ramp area. Ted Gablin reiterated that the TFR's were changed last minute upsetting some of the airport users.
- b) Motion to approve the endorsement with modification requested by John Loy that per the "tentative plan" we agree to endorse plan as presented. Motion presented and carried with 4 vote of "yes", 0 No's and 1 abstained (4 - 0 – 1)
- c) Discussion of the donation by Hanger 24 Charities to the airport. John Loy suggested that the existing gate at the old MAF building be used, that was agreed with by Ron Klinkebiel.
- d) Update of the build out of Judson Ranch tract, Nolen Leggio explained how the addition 5.7 acres simply filled in gaps between the already built areas. John Loy how this project was not endorsed by the AAB and they continued to not be in the right direction. Steve Miller noted that the abrogation clause included in the deed to them was not effective in stopping legal action against airports. Will Hamilton disagreed with Mr. Millers position.

6. New Business

- a) Starting to power up pumping units at the water reservoir
- b) Outreach for new AAB board members

ADJOURNMENT

Special meeting on June 27, 2017 at the Redlands Municipal Airport Lobby, 1755 Sessums Drive

Call to Order: At 5:31 by John Loy

Attendance:

Enson Mason

John Loy

James Hoyt

Richard Johnson

Pledge of Allegiance led by John Loy

Public Comments:

Cindy Gablin, Secretary, RAA: Discussed 3rd annual Toys for Tots event. On 5/28/17 she sent a request to city staff but has yet to hear back about whether the event has been approved. She reminded the board and city staff that community events are part of the Airport Business Plan.

Ted Gablin, President, RAA: Diversified Pacific Development is selling homes without complying with city ordinances regarding disclosures to potential home buyers. He has yet to receive a response from the city to his email about this issue sent on 6/13/17.

Election of Officers:

James Hoyt was nominated by Enson Mason, seconded by Richard Johnson, for Chair. Unanimous approval.

John Loy was nominated by Enson Mason, seconded by Richard Johnson, for Vice Chair. Unanimous approval.

Public speaker: Ingrid Bigelow, past Chair. Passed the “gavel” on to the new Chair. Hoyt thanked her for her service.

Hoyt asked staff about the two absent board members. Hamilton said one is out of the area, and he hasn't heard from the second.

Hoyt asked staff about the newly approved ordinance for attendance. Mason asked that staff provide a copy of the ordinance to the board.

Hoyt asked staff about the Brown Act email that was sent, which included the wrong number of board members. Hamilton reported that this is the most recent copy

Hoyt asked about minutes for the most recent meeting (April; no meeting in May). Hamilton said minutes are not ready. Discussion about who should take minutes. Hamilton reported that all commissions and boards have to take their own minutes.

Status Reports: Hamilton

- A. **Current AAB Vacancies:** Position for the 7th member was flown. Continuously open. At least one person has contacted Hamilton with interest. Handled by the City Manager's office. Discussion about deadlines and decision point for selection of the member.
- B. **Airport Business Plan update:** Sent out RFP for Av Gas engineering and design. Hamilton described the bidding process, and reported that it will be above ground, and in addition to the current FBO. When asked why Av Gas instead of Jet A, he responded that it was in the business plan. Hoyt questioned whether CalFire was paying for use of the ramp. Hamilton responded that there is push back from them regarding payment. There is no fee structure set up at this time for billing. Hoyt asked about whether anyone was informed when they were coming; Hamilton responded that city was informed and had given guidance about use, but not in writing. Hoyt asked about US Forestry department use of the airport. Hamilton said there is no agreement at this time with Cal Fire for their use of the airport. There is also no agreement with US Forestry Service. Hoyt expressed that although he is glad we have them here, he is concerned that we are not charging for use of the facility. The City Manager has said several times publicly that the airport is an underperforming asset. Hoyt asked that Hamilton keep the board informed about the progress of any agreements with outside agencies who are using the airport, so that the airport can be adequately compensated. Public comments included information that these agencies were using tie downs; other airports are charging fuel flow fees to these agencies if they are not buying fuel from the airport.
- C. **Airport Facility Maintenance:** Weed mitigation about 3 weeks ago. Staff is looking into restriping and fixing cracks in the west ramp. Not in budget yet, but looking to add it to current projects. Aviation Drive: a swing open gate added west of Coyote hangars for large trucks. Staff and Redlands public safety personnel are the only people who can access that gate. Hoyt asked about any arrangement with Cal Fire in Mentone in the event Redlands FD could not get to the airport in time; nearest Redlands station at Pennsylvania is 11 minutes away. Hamilton is not aware of any arrangement. Discussion about access through existing gates for larger fuel delivery vehicles. Johnson asked about future plans for expanding to allow for Jet A fuel at the airport. Hamilton responded that there would need to be an ALP update to locate another place on the airport to do so.

Discussion about coyotes on the runway entering from under the fence as a safety hazard. Suggestions were offered to the city staff.

A/C update: Hamilton described the procurement process for a new system, which is likely to cost between \$15K to \$20K.

- D. Airport Permit:** Hamilton reported that city is standing aside while the FAA and CalTrans are working things out.
- E. ACIP Projects and Grants:** Current phase of lighting/signing project is nearing completion. Phase 2 consists of runway lights, segmented circle, and update the beacon. Both windsocks (segmented circle and runway 8) will be fully functional as part of the overall lighting plan. A request was made of city staff to order wind socks and replace them on a regular schedule.
- F. Municipal Hangars and Tie Downs:** Sprinkler system repair has been an unexpected cost. All but 2 of the city hangars are occupied at this time. No waiting list for box hangars, but 8 or 9 on a list for T hangars. Box hangars rent for \$650/month, and T hangars rent for \$375/month. Annual tie down agreements are being updated. Tie downs rent for \$43.50/month. Transient parking was discussed.

New Business:

- A. Hangar 24 Brewery:** Hamilton provided an update about Hangar 24's pending request with the planning commission. Hoyt reported on what he observed during the planning commission meeting. Discussion occurred about the hazards of entering and exiting the central gate area with people parked on the street from the brewery.
- B. Hangar 24 Air fest 2017 After Action Review:** Hamilton will invite Hangar 24 to attend the August AAB meeting to debrief about air fest. City staff is also reviewing the event from their own perspective. Discussion occurred about a promised donation to the airport from Hangar 24 from air fest proceeds. Hoyt recommended that the AAB develop a list of possible items that the airport could use, prior to the August meeting. Discussion occurred about the air fest improvements over prior years.
- C. Reschedule July 5, 2017 meeting:** City council is meeting on 7/5/17, so meeting should be rescheduled. All commissions currently meet at city hall. Discussion occurred about possibly alternating AAB meetings between city council chambers and the airport lobby. It was agreed that future AAB meetings will be held at the city council chambers. It was also agreed that the next meeting will be held on July 19, 2017.

Possible Agenda Items for Next Meeting: Wind sock replacement schedule, wildlife control on the runway, public lobby gate, central gate access/parking issues on north side of Sessums Drive, taking meeting minutes, Hangar 24 donation, Toys for Tots update,

mandatory harassment training requirement, and statement of economic interest form 700 requirement.

Adjournment: Unrecorded.

Minutes of the Redlands Airport Advisory Board

Abbreviated – Verbatim Recorded Minutes Available

Wednesday, July 19th, 2017

In Attendance:

Chairman James Hoyt
Vice Chairman John Loy
Member Richard Johnson
Member Ensen Mason
Member Bob Botts

Absent:

Member John M. Oros

1. The meeting was called to order by Chairman James Hoyt at 5:31 p.m. and Chairman Hoyt led the Pledge of Allegiance.
2. Public Comments – One Speaker

Ted Gablin – Thanked Staff for assistance in working with Diversified Pacific to bring them into compliance in regard to Disclosure and signage on their new Model Homes on San Bernardino Ave.

3. Minutes of the last meeting – Non Available but will be forthcoming at the next meeting. June Minutes will be written by Chairman Hoyt's wife.
4. Communications
 - A. Current Board Vacancy – There is one vacant position on the Airport Advisory Board due to a death. The vacancy and notice to apply has been posted on the City Website. Staff and the Chairman encouraged Board Members and members of the audience to work on finding someone to fill the vacant position.
 - B. Airport Business Plan – Staff indicated that the elements of the Plan continue to be implemented. Due to some additional specifics and requirements the Fueling System is pending. Staff has been working on Hanger and Tie Down issues working to insure that Tie Downs are used properly.

There was discussion in regard to extending the runway to accommodate Jet Aircraft.

Comments included it would only take an additional 500'; it would be very Expensive and with Norton Close by and able to accommodate any type of Jet, why would we consider the extension and expense.

- C. Airport Facility Maintenance – Staff reported that maintenance and construction are continuing on a number of projects outlined in the Master Plan. These included:

- Working on Hangers and fire related issues
 - Air Conditioning in the Terminal Building

- Board members and members of the Airport Association asked why it was taking so long to get the air conditioning repaired. Staff indicated that it was taking longer than anticipated in that Public Works outlined numerous requirements and specifications, and that bids had been slow in coming in. It was asked if the Air Conditioning would be repaired by the 19th, as the AA is having an event and really needs it completed. There was no answer and Chairman Hoyt indicated he would talk with Staff Will Hamilton after the meeting in order to clarify timing.

- Chairman Hoyt asked about the possibility of having the runway swept more often, perhaps every other month or monthly and would staff get the cost of sweeping. It was suggested that in reality the runway should be swept every day.

- Other comments included that in the old days pilots and others would ride (or walk) up and down the runway and pick up nuts, bolts and other debris. It was mentioned that the City has their own street sweeping department however Staff indicated that the Airport was not included in the City Budget for sweeping. There was no resolution of this issue other than Staff was asked to get the cost of sweeping.

- D. Airport Permit – Staff reported that the Airport HAS a permit however they have been working with Caltrans on some technical issues/language in regard to helicopter operations are being resolved.

- E. ACIP Projects and Grants – Staff reported status on:

- Lights and Signs nearly complete and had come in a little under budget
 - Bid openings recently on the PAPP, Distance Markers and Segmented Circle have been opened and the amount was around \$150,000.

2.

Board Chairman Hoyt asked if we had purchased backup Wind Socks. Staff

Indicated that one had been purchased. Chairman Hoyt asked if the Wind Socks were both the same, on Runways 8 and 26. Staff indicated no and that they would stock a backup for each one after the new system is installed.

- F. Municipal Hangers and Tie Downs – Staff reported that there are two available Hangers however they are having to work on one of them before it is available due to a large number on unpermitted improvements inside the hanger. They are looking for a Contractor to come in and take the TI's out. A question was asked if Staff has the authority to go into hangers, periodically, to insure that this kind of unpermitted improvements wouldn't happen again in the future. Staff indicated that they can inspect individual hangers.

Staff also indicated that they were implementing a system whereby a hanger could not be rented to a potential tenant until they had their aircraft and an N number. Several comments were made that there should be some flexibility in that system as some buyers of aircraft what to secure a hanger first, before they buy the aircraft and/or they might not have their N number yet. Staff took this under advisement.

5. Old Business – There was no Old Business.

6. New Business

- A. Windsock Replacement – Under the new project and contract Windsocks will be replaced and illuminated by LED. The question was asked if the light would be internal or external for the Wind Socks and Staff did not know but will research the specifications. There will be backup Wind Socks and staff will see that they are changed when they are notified by RAAB, AA Members and/or Pilots.
- B. Wild Life on the Runway – Primarily Coyotes. The issue of how to eliminate them was discuss and suggestions were:

Repair the Fence

Put rocks in the fence holes.

Eliminate the attraction within the Airport (Food and Water)

The consensus of the Board and Audience speakers was that the only real solution to the problem is to eliminate the attractions on the airport grounds; food and water. Discussion ensued in regard to over flowing garbage cans....and also that no one is assigned to empty the cans into the dumpsters. The issue remained unresolved.

- C. Public Gate onto tarmac and patio of the Terminal. Chairman Hoyt indicated that the locking outside Gate that gives access to the tarmac as well as to the patio is not working and is never locked day or night. There is concern about access to the tarmac and runway by anyone, at night. It was reported that vagrants and motorcycles have been observed moving through the Gate. Discussion included the fact that the system is inoperable; it use to be controlled by the Redlands Police Department but they no longer have anything to do with the system. Staff indicated that Redlands PD doesn't have time or manpower to electronically allow access nor review video cameras. Chairman Hoyt feels the Gate should be locked at night but unlocked during the day so that the Public can have access to the Patio Area to watch airplane operations.

Discussion from the Board with input from members of the Audience proposed that with the advancement of technology, a reasonably inexpensive locking system could be obtain and installed. The Chairman asked Staff to look into this approach.

- D. Central Gate ingress/egress issues were discussed, relating to cars parked curbside and thus limiting visibility when exiting the gate onto Sessams, which is very narrow at that point.

Discussion and potential solutions included:

1. Moving the gate to a different location
2. Prohibiting curbside parking
3. Painting curbs on either side of the driveway red, for a much greater distance up and down the street.
4. Referring the issue to the appropriate City Staff and Commission that deals with Streets and Parking issues.

A pilot from Redlands expressed the opinion that no matter what was done, "people" would continue to park along that curb area and would continue to create a problems; and proposed the real solution would be to move the gate. Most concurred with this thought and Chairman Hoyt asked Staff to look at the possible new locations for that exit and where it would be more workable.

- E. Board Minute taking – Staff does not take minutes of the meeting but they do record the entire meeting. Historically the Board Chairperson then reviews the recoding and writes up the minutes or it is done by the Vice Chairperson.

Chairman Hoyt asked if the Board Members would be willing to take turns and produce the minutes on a rotating basis. Discussion ensued regarding this approach.

It was Moved (Botts) Seconded (Johnson) and approved unanimously to adopt procedures whereby Board Members would write-up the minutes of the meeting, from the recording, on a rotating basis. At the August Meeting a Sign-Up Sheet will be available. Board member Botts volunteered to write up the minutes for this July 19th meeting.

- F. Toys For Tots Event – Stuff A Plane Toys for Tots – 2017 – Cindy Gablin made a presentation regarding holding another Stuff a Plan with Toys, this year, on November 4th. The RAA is working in conjunction with the US Marines and Planes will deliver the toys to 29 Palms Marine Base, for distribution. There will be booths, food and activities. They asked for the Board to approved the Event and recommend to the Redland City Council that they approve the Event.

There was a Motion (Mason) Seconded (Johnson) and a unanimous vote to approve the Event and recommend to the City Council their approval.

- G. Hanger24 Donation – Hangar 24 has expressed an interest in making a donation to the airport. Two years ago they donated a Fire Extinguisher. Chairman Hoyt and Ted Hablin will be meeting with the Hanger 24 Folks and discussing various options for donation. Chairman Hoyt asked for suggestion on potential donation items. Suggestions were:

- Furniture for the Lobby of the Terminal
- Airport Entrance Sign
- New Gate lock system
- Moving the Vehicle Gate

While any of the suggestions would be good there seemed to be a consensus for an Airport Entrance Sign, for which there is none at this time at the Airport.

- H. Mandatory Harassment Prevention Training – This type of training is mandatory for all Board Members. It was noted that no current Board Member has received the training. Discussion included the fact that the course can be taken on-line and when passed, the Board Member receives a Certificate of Completion that can be printed out. Staff will contact City Human Resources for information and direction on how and where to find the Webinar on-line.
- I. Statement of Economic Interest – Form 700 – Chairman Hoyt express concern as to whether or not the Board Members were required to complete a Form 700, annually.

Discussion ensued regarding Form 700 being required for School Boards, City Councils, City “Commissions” but not for Advisory Boards. Several Board Members opined that their research indicated that Form 700 did not need to be completed by the Airport Advisory Board Members in that the Board is statutorily not a decision making body but simple serves in an advisory capacity to the City Council.

It was Moved (Botts) Seconded (Johnson) and passed, unanimously, to ask for a written opinion from the City Attorney as to whether Advisory Board Members were required to complete Form 700.

7. Possible Agenda items For Next Meeting – Discussion ensued regarding potential agenda items for the next Board Meeting which will be held August 2, 2017 at 5:30 p.m. It was also indicated by Staff that the Board will be meeting monthly and that they were working on changing the language of the ordinance that indicates that the Board meets every other even numbered months.

Suggested items for next meeting’s agenda are:

- Moving of the West Gate
- Airport Parking
- Minutes and Sign-up Sheet
- Moving the meeting up to a starting time of 6:00 p.m.
- Gate Lock near the Terminal Building
- Hanger 24 Donation

Submitted by:

Robert E. Botts

Robert E. Botts
Member, Redlands Airport Advisory Board

Minutes of the Redlands Airport Advisory Board

Redland City Council Chambers

Wednesday, August 2nd, 2017

Voice recording of meeting available

In attendance:

Chairman James Hoyt

Vice Chairman John Loy

Member Richard Johnson

Member Ensen Mason

Member John Oros (5:34pm)

Absent:

Member Bob Botts

City:

Will Hamilton, Quality of Life

Eddie Tejada, City Councilman

Meeting was called to order by Chairman Hoyt at 5:30pm.

Public comment. There were no speaker slips.

Minutes from June 27, 2017 and July 19, 2017 were approved unanimously. The April 5, 2017 approval of minutes was tabled to the next meeting to give members an opportunity to listen to the meeting recording.

Hoyt inquired about the status of the open board position. Hamilton said it's been flown and is listed on the website. He is unaware of applications that have been received.

Discussion was had about the airport permit.

Hamilton said he is hoping to have the air conditioning installed by August 19th.

Hamilton stated the FAA has approved the annual grant of \$150,000. No further information is available at this time.

Hamilton stated that one hangar is in transition from old tenants to new. Another is still waiting for unapproved improvements to be removed. No progress has been made, it's been in

that state since April. Hoyt stated we have lost \$3,500 rent over that period. Hamilton said he doesn't have the resources to address it at this time.

Dirt pile issue. Ted Gablin, President of the RAA gave a presentation of the status of the dirt pile. Gablin mention that he has compiled documented history relating to the pile. It's available on the RAA website. Mr Gablin made two recommendations:

- I believe it is appropriate for the City to follow-up now with the County to get the latest schedule on when the work will be completed. A formal inquiry of this nature to Supervisor Ramos's office would may help their code enforcement group to keep the pressure on the property owner to finally remove the material. Perhaps an official from their Code enforcement organization could present at a Redlands City Council meeting.
- The City of Redlands should understand both the City's and the DWR's obligations to implement mitigating measure LU-7 approved in the EIR for the EBX-II project. These mitigations are designed to minimize the potential for bird strikes resulting from birds being attracted to the reservoir. We are not aware of any progress on completing these mitigating measures.

Bob Peirce offered clarifications on distances and history. It will be agendized for the next meeting as old business for possible action.

Hoyt discussed several items that was discussed with Hangar 24 about possible donations. Some of the items mentioned was an airport sign, furniture for the lobby, a keypad for the entry gate and a small trailer for the fire equipment. Nothing definite was decided.

Public Lobby Gate. Jim Ott of Redlands Aviation said he was in favor of it. Ted Gablin discussed what he sees at other airports. He was concerned that we continue allowing families access to the patio to watch airplanes.

Toys for Tots. Hamilton reported that it's scheduled to be presented to city council on 9/5.

Form 700. Hamilton presented city resolution 7666 which states who is required to submit form 700 Statement of Economic Interest. Exhibit A states who is required to comply – it doesn't show that the airport advisory board members have a disclosure requirement.

Relocation of the Central Gate. Painting 20 feet of curb red on either side of Central Gate was discussed. Ted Gablin mentioned that ingress and egress of large vehicles is also a concern. Bob Peirce suggested that Jim Ott could simply be provided access to the East gate. Hoyt asked

Jim Ott if he has access to the East gate. He said yes, but his fuel trucks have no problem getting in at Central Gate. City fire trucks are also able to get in an Central gate. Ted Gablin suggested putting a sign on the gate specifying whom to contact for access. A work order has been submitted to paint the curb red for 20 feet on either side of the gate and should be completed in the near future.

Parking at the airport. Mason asked Hamilton about the process for towing vehicles. Hamilton said he could have the process available at the next meeting. Tejada asked if the airport could collect fines from parking. Ted Gablin expressed frustration at the lengthy process involved in simple issues. Jim Ott asked what is done at city parks.

National Aviation Day. It is on August 19th from 11-2. There will be an even at the airport involving the RAA and the EAA. A motion to support National Aviation Day was made by Loy, second by Oros and passed unanimously. Johnson asked if it could be added to the city's website. Hamilton said he would look into it.

Sub-committees. There was discussion about forming subcommittees to address specific issues in detail. Tejada suggested forming three sub-committees: Facilities maintenance, special events, special projects. A motion was made to establish the three sub-committees limited to 2 board members by Johnson, second by Loy, passed unanimously.

Meeting was adjourned at 7:22pm.

Minutes of the Redlands Airport Advisory Board Meeting

Wednesday, September 6, 2017

Redland City Council Chambers

Voice recording of meeting available

Board Members in attendance:

Chairman James Hoyt

Vice Chairman John Loy

Bob Botts

Richard Johnson

Ensen Mason

Bob Pearce

Board Members Absent:

John Oros

City Staff:

Will Hamilton, Quality of Life

Council Liaison:

Eddie Tejeda, City Council

1. Meeting was called to order by Chairman Hoyt at 5:30pm and began with the pledge of allegiance.

Chairman Hoyt introduced Bob Pierce stating that he was approved as the newest member of the AAB and has been approved to sit in the meeting tonight.

Board Member Pierce introduced himself, described his experience as a previous AAB member and Chairman, listed airport improvements made during his previous tenure and gave a brief summary of his aviation experience.

2. No Public comments were heard.

3. APPROVAL OF MINUTES- Hoyt asked that members listen to recording of the April 2017 meeting so the minutes can be compared to the agenda and approved. Hoyt asked for a determination from city staff to approve minutes where approving members were not present. Will Hamilton stated it is best to have a majority with agreement by Hoyt. Discussion regarding path forward to approve. Pierce

recommended putting minutes to end of this meeting to see if Member John Oros arrives to the meeting for a majority to vote and approve. Motion by Pierce second by Johnson to move to end of meeting. Unanimous approval.

Hamilton described the audio link to listen to the minutes and Hoyt asked for the link to be re-sent.

3B- Approval of Aug 2, 2017 meeting minutes Motion to approve Loy, Second Johnson, Abstain Pierce and Botts

4. COMMUNICATIONS-

4A. Recognition of former AAB member- AAB recognized Ingrid Bigelow for her service as AAB member and Chairperson during the period from July 7, 2009- May 1, 2017 she was presented with a certificate of appreciation read by John Loy. Mme. Bigelow made comments regarding the effective communication happening in the board which contributes to safety at the airport and thanked city staff and AAB members.

Chairman Hoyt recommended moving up item 4G so that Mr. Todd Smith could be free to exit the meeting after his presentation. All agreed.

4G. HANGAR 24 AIRFEST 2017 PRESENTATION- Todd Smith VP of Finance and Operations, Hangar 24 Charities gave a presentation and post-show review of the 2017 Airfest, spoke of the participants and local vendors and recognized the performers and volunteers including 16 groups from the Redlands community. He offered thanks to City of Redlands, City Council, AAB, and community for their ongoing support. He then played a promotional video prepared by Hangar 24.

Ensen Mason asked for information on the revenue and expenses for the show. Mr. Smith stated that they are awaiting some information needed to prepare the report and he can get back to the board with that later. Mason asked about rumors to move the airshow to San Bernardino. Mr. Smith said he did not have any knowledge of the plans regarding the next steps. Mr. Pierce stated that the San Bernardino airshow usually happens in October and made the correction that the T-34 came from March ARB aero club.

Mr. Loy asked if the next show (10th anniversary) would be a one or two-day show. Mr. Smith did not have the information but Will Hamilton interjected to state that he is planning to have Hangar 24 come to the next AAB meeting to give a presentation on the 2018 airshow provided there are no scheduling conflicts with Sue Cook. Bob Pearce mentioned that it took a lot of work between Hangar 24, the RAA, the AAB but what was produced was a great event. Chairman Hoyt stated that communication has improved greatly.

4B. AIRPORT BUSINESS PLAN UPDATE- Will Hamilton stated that he has distributed the Business Plan to members of the AAB and that staff are trying to implement parts of it and we will see some evidence of that in the near future. Hoyt asked about additional fuel at the airport and the plan to add a fuel farm. Hamilton said that he had mentioned at the last meeting that staff had selected Tate Engineering to begin a study and he expects it to take 60 days to produce a plan in accordance with guidance from City engineering consultant and FAA to ensure the result is in accordance with the last approved layout plan. Hoyt asked if an analysis has been done on what kind of sales we can expect from the facility. Hamilton responded that staff has done one to see if it was worth moving ahead before awarding the contract.

Preliminary numbers and projected fuel costs indicated it was okay to move ahead. Mason asked if this topic had come up before as he didn't know we were moving forward with it and asked what kind of fuel would be sold. Discussion about fuel farm and whether recommendation had been made by AAB, whether City Council had approved the expenditure. Hamilton stated that the cost of approximately \$40,000 was below the approval threshold in accordance with purchasing guidelines. Hamilton stated Staff was directed by Director Boatman to move ahead. Loy asked about the process and procedures for further costs and approvals after the design and engineering study is done. Hamilton said that the decision would have to go to Council to award the contract once the final study is complete. Johnson asked if the initial analysis had considered competition with the existing FBO. Hamilton said it had considered fuel pricing at other local airports and our airport for 100LL fuel. Mason asked if he is aware that the existing provider at Redlands sells fuel at a loss. Hamilton stated he is. Pearce described additional points to consider in running and maintaining the fuel farm and fuel pricing based on quantities of fuel sold and market costs. Hamilton mentioned the city's experience selling fuel. Hoyt expressed concern with establishing an enterprise that would compete with an airport tenant. More discussion about potential costs and the desire to have a wash rack.

Audience member Joel Rothschild a Redlands pilot added that he is not a fan of Redlands Aviation due to safety and maintenance issues, however, he would advise strongly considering selling Jet A fuel to service airport tenants, Cal Fire and it would be a better business decision. Ted Gablin, president of Redlands Airport Association stated that there is much change happening with the type of fuel that aircraft will be needing in the near future and 100LL seems to be going away. Also mentioned that the business plan has a goal of providing Jet A in 2019. He advised that more thought be given to the plan and offered other ideas to improve the airport. He said that some other local communities subsidize fuel sales at their airports to draw in business to the airport. Botts mentioned a plan to review goals and objectives and expressed concerns that the AAB is not used effectively to provide input to the Council. He added that the board needs to work very hard to communicate effectively with the Council, City Manager, and City Staff to prove that these sorts of things ought to come to the Board first. Hoyt also said that if we are advisors to the City Council we should be advising. Spoke of the concern that the fuel farm provides the correct type of fuel. Loy said that he thinks taking business away from Redlands Aviation is a bad idea. 51:10 Hoyt mentioned that safety issues at the pumps operated by Redlands Aviation need to be addressed. Hamilton mentioned that County Fire also does inspect the fuel area to which Johnson responded that County Fire is overburdened and understaffed. Hamilton said they have been out within the last year. Johnson asked if those inspections could be supplemented with inspections by City Fire. Hamilton said he would get back to the board that topic. Mason asked for a copy of the cost-benefit analysis that was done; Hamilton said he could check on getting it by the next meeting. Pearce spoke of a 5-year project plan for the board. Hoyt referred to New Business AAB Goals and Action Items plan being worked by Botts.

Hoyt asked about office hours at the airport. Hamilton mentioned that internet connectivity has been an issue but that things are improving so he will be able to work from the airport more regularly. He said that they are experimenting with satellite connectivity and it has been working well. Separate Wi-Fi for public is available but it is slow. Frontier is the service provider. Joel Rothschild spoke of the problems with the exclusive license granted to Verizon/Frontier and their decision not to expand infrastructure in the area. He believes that the City of Redlands needs to use their influence to get them to improve the service offering to businesses in the area.1:03

The subject of the Fuel Station cost benefit analysis was again discussed and Pearce mentioned that the AAB used to get a quarterly report from the Finance Department but that has not been done in a while.

4C. AIRPORT FACILITY MAINTENANCE- Hamilton mentioned new HVAC, moving thermostat, new technology. Replaced water fountain with a new model. Hamilton will work on having staff move the thermostat outside of Redlands Aviation office. Staff is working on cleaning up the last items from the AC repair. Botts asked about the air traffic radio speaker in the lobby. Hamilton said that he would like to look into it but there have been other priorities and all agreed to keep it on the agenda.

4D. AIRPORT PERMIT- Permit dated April 5, 2017 is posted in the lobby. Still issue with use of taxiway A for helicopter training. It is being worked by FAA and Caltrans. Director Boatman will be contacting them to work on bringing the topic to closure.

4E. AIRPORT PROJECTS AND GRANTS- Hamilton announced that Airport has been awarded a contract for phase 2 in the amount of \$150,000 from FAA. Total estimated cost for the project, including construction management, construction and admin costs is estimated to be \$166,667. This includes Navaid's requested by Mr. Hamilton such as segmented circle and airport beacon which were not part of the original plan. Expecting to award the contract at the first Council meeting in October. Hoping to have the project done by late winter or early spring.

Hoyt asked if we have applied for the yearly Caltrans grant. Hamilton explained the CAAP grant from FAA for operational funds and AIP Match grant from Caltrans. He also stated that we are current in requesting all grant monies that are presently available to us with a couple contractual details being worked out.

Hoyt asked about the equipment sitting at the east end of the airport. Hamilton explained that we save money by the contractor not having to mobilize each time. Discussion followed regarding the potential for, and limits to change orders to the contract and language in the contract for known defects.

Ted Gablin stated that the city has left \$10k on the table in 2016 and 2017 knowing that we can bank up to four years, but that money could be used for things such as furniture in the lobby, asked the board to consider applying when money is available rather than waiting. Hamilton responded that the years banked were before he was at the airport and he has since been applying for the grants. He stated that the money is deposited into the airport enterprise fund to use for operational costs.

4F. MUNICIPAL HANGARS AND TIEDOWNS- Hamilton said we have 3 vacancies in box hangars and he is working to get another ready for a tenant. Trend right now is for T hangars. Box hangars range from 1900-2400 sq. ft. and T hangars are 1400-1500 sq. ft. Maintenance is ongoing and challenging to work out times with tenants. Discussion regarding non-aviation use and people living in hangars. Hamilton said it is not happening in Municipal hangars but could still be happening in other hangars.

-Adjourn for 5:00 min break at 7:00pm- Reconvened at 7:07pm

4H. SUBCOMMITTEE REPORTS- Items are included in Old Business so we will move there for the discussion.

5. OLD BUSINESS-

5A. Discussion of Board members taking turns typing meeting minutes. Chair and vice-chair are excluded from typing minutes. Johnson will type minutes for this meeting and Pearce will do next meeting. Councilman Tejada suggested having a template to use for headings and name titles. Hoyt said he would establish the order. Loy moved to rotate through board members to prepare minutes, Second by Botts, passed unanimously.

5B. Discussion regarding Pedestrian gate- Johnson presented options as recommended by a local locksmith. City staff had already implemented one of the options due to the urgent security nature of the topic. City installed the Schlage CO-200. Plan is to post and distribute the access code as necessary for users. Some work is being finished to secure the hole left by the old keypad. Lobby east doors lock at 6:30pm as managed by Redlands Aviation. Loy suggested adding a comment about the gate code on AWOS. Item to be held over for discussion and closure at next meeting.

5C. Relocation of Central Vehicle Gate- Continued to next meeting. Motion Loy Second Johnson, passed unanimously.

5D. Long Term parking- Vehicles were tagged with warning stickers. Vehicles have subsequently been moved. Signs are being made regarding towing of vehicles, to be installed by end of next month. Working on getting parking enforcement involved and working on towing vendor. Ted Gablin mentioned good reports from hangar owners. Motion to continue for further discussion Johnson, Second Loy, passed unanimously.

5E. Airport Finances- Mason asked for quarterly financial statements. Hamilton will work on having finance staff provide the reports. Discussion of Enterprise Fund. Pearce stated that having the reports in the past gave the board a lot of valuable insight. Continue to next meeting. Pearce stated that Chair can continue by request. Hoyt stated to Continue E, F, and G.

5F, 5G. Dirt pile and Water Reservoir- Hamilton had a discussion with Mr. Wengert from County of San Bernardino Land Use Services. Their expectation is for the dirt pile to be removed by the end of September. Hamilton estimates 70% of the pile has been removed. Water reservoir appears to be operational at this time. Botts asked about mitigation measures in the EIR being implemented. Mason mentioned that measures have not been done. Hoyt asked that items F and G be continued for discussion at next meeting.

5H. Central Gate Street Parking Issues- Project was taken on by Hoyt and Loy who went out to observe existing conditions and found, as usual, vehicles parked at red curbs and fire hydrant and difficulty exiting the central gate to Sessums Drive. Parking enforcement and an increase in the length of the red curb would be beneficial. Discussion of the potential options presented by the subcommittee for red curbs and/or parking restrictions to increase safety for airport users exiting at the central gate. Plan is for a recommendation to be made to the traffic commission for evaluation and possible action. Motion Botts to adopt option number 2 as presented with the modification of reduction of the red curb from 100' to 80' on each side of the central gate with signage that it is a tow away zone. Pearce Seconded with the amendment that the signage have arrows indicating the no parking zone. Botts accepted amendment with the understanding that the details would be figured out by the traffic commission. Motion passed unanimously. Hamilton agreed to take the recommendation to the Quality of Life Dept. and requested that some board members attend the meeting of the traffic commission when it comes up on their agenda. Hoyt and Loy agreed to attend.

6 NEW BUSINESS

6A. Discussion of meeting time change due to difficulty for board members to get through traffic. Motion by Botts to change meeting time to 6:00 pm for future meetings. Second Pearce. Passed Unanimously

6B. Discussion of Airport entrance sign- Question by Hoyt whether Hangar 24 had come forward to offer any funds for the sign. Ted Gablin mentioned that Sue Cook said that AAB and Council needs to decide what they want to do out there. Other ideas to use the contribution from Hangar 24 for lobby furniture or entrance signage. Johnson suggested that this item be taken up by the special projects subcommittee. Hoyt expressed interest in joining in the project. Johnson asked Hamilton for an estimate of cost to duplicate the orange crate signs that the City has recently installed at various locations around town. Hoyt mentioned that Service Clubs have been putting up new signs as well at Ford and Redlands Blvd. Hamilton will look into it. Continued to old business.

6C Discussion of Goals and Objectives- Botts suggestion to develop a master list of goals and objectives for the AAB to work on based on the Airport Business Plan and Master Plan. Suggestion to talk to stakeholders to generate a document and then approve and prioritize at an upcoming board meeting. This would then become a guidance document for recommendations to the City Council. Botts and Johnson to be on subcommittee to work on this item. Hamilton recommended adding a note of which document the particular items originated from to assist future members and staff. Pearce added that the City Council is actually the Airport Commission and the AAB needs to give more regular presentations to them. Botts advised that AAB Chairman meet with the Mayor and/or the City Manager to resolve the existing communication issues. Mason brought up that there needs to be better cohesion between the decision-making units and better priorities for action.

7. POSSIBLE AGENDA ITEMS FOR NEXT MEETING- Hoyt- Items to be carried forward to future meeting should be quick update items. Future meetings will be held to 90 minutes if possible. Botts brought up items from his list that will hopefully be given the attention they need. Pearce recommended that an ad hoc committee take the goals and objectives project on for the majority of the work. Hoyt asked for update at next meeting and possible decisions at November meeting. Loy motioned for ad hoc committee for identification of projects and order in which they are accomplished; manned by Bob Botts and Richard Johnson. Second by Hoyt with amendment for update and AAB be prepared to make decisions. Comment by Pearce for acceptance of amendment by Loy. He agreed. Passed unanimously.

8. BOARD MEMBER COMMENTS- Comments by Chairman Hoyt will be out of country from 13th to 31st. All correspondence should go to vice chair cc Hoyt. Proclamation by City Council to recognize the 70th Anniversary of the airport.

9. Meeting adjourned at 8:40 pm.

November 3, 2017

**Minutes of the Redlands Airport Advisory Board
Abbreviated – Verbatim Recorded Minutes are Available (On-Line)
November 1, 2017 Meeting**

In Attendance:

Chairman James Hoyt
Vice Chairman John Loy
Members:
 Bob Botts
 Richard Johnson
 Ensen Mason
 John Oros

The meeting was called to order by Chairman James Hoyt at 6:00 p.m. at the Redlands Airport Terminal Building and lead the group in the Pledge of Allegiance.

Public Comments:

Cindy Gablin – Announcement regard Toys for Tot Event at the Airport on November 4, 2017
Ted Gablin – Announced a tour of the Airport by Larry Rice – 14 Preschoolers, Tour – Martha Dalstrom – 13 Special Ed Students on November 30th.

Ted also indicated they had arranged for an airplane ride for Richard Mulligan, a long time Redlands Resident, Pilot and active at the Airport. Unfortunately he passed away before he could take the flight.

Minutes of the last meeting were approved as presented.

COMMUNICATIONS:

Airport Finances – Jim Garland from the City Accounting Office made a presentation in regard to financial statements for the Airport Operations and Capital Expenditures. There were a number of questions from the Audience and AAB regarding the Financials both on the Operating and Capital Expenditure side. Board Member Ensen asked for more information and indicated he had put in a Public Information Request 30 days ago and had not receive the information. Director Chris Boatman assured Member Ensen that he would follow-up in regard to the Information Request.

The Agenda was altered to allow for three presentations to be taken out of order, specifically the Airport Business Plan, Municipal Owned Fuel Station and Airport Fees.

Airport Business Plan – A presentation and review by the Consultant and Author of the Redlands Airport Business Plan was made regarding the various elements of the Plan (The Business Plan can be viewed on-line at the City Website).

The Consultant and a Texas Engineer made a brief presentation regarding the City installing a Municipal Owned Fuel Station at the Airport to provide Avfuel. A significant number of questions and statements from the Audience and Board followed relating to:

Why would the City go into the gas business and compete with the current Provider?

Why just provide Avgas and not jet fuel also?

The proposed location is very poor....can only serve one side of the gas island limiting availability and that area is not level which does not allowed the pilot to fill their tanks completely.

The current Provider is losing money, why put the City into the gas business and loose money also?

Ted Gablin - Indicated Apple Valley has put in a new fueling station with Av and Jet fuel.

If the City moves forward they should go see this operation.

Erick Paul – Hanger Association – There was an earlier fuel system which the City let lay dormant and was finally ordered to get rid of it, now they want to waste more money?

Joe Holland - There needs to be analysis and a business plan developed before the project moves forward. Why do it? Do we need more fuel operators? Will it make money for the City? What about increased cost of operations including maintenance, insurance, establishing a new liability.

Keith Willard – I doubt the City's ability to operate a fueling facility. Director Chris Boatman of the City's Quality of Life Department indicated they were already in the fueling business as they provide and maintain fuel for all city vehicles, cars, trucks and equipment.

Joel – Shouldn't do this...won't increase revenue as there are only so many customers. should make sure that entities like Cal Fire pay the City for fuel pumped by them at the Airport.

Discussion ranged into other areas which included Hanger 24 customers driving into the Airport Fence, RV Parking on the Airport property as a means of increasing income (most commenter's opposed allowing this on the property), the City should get out of the Hanger Business.

Discussion of new Fee Schedule – Discussion took place in regard to the new proposed fee schedule and increases. There were questions for Staff in regard to the Environmental Fees being proposed as well as general comments that we need to attract new pilots/planes and users and shouldn't discourage them with high fees.

Gate Pass Card Fee increase – Significant discussion took place in regard to the large increase in the Annual Gate Card Fee.

Director Boatman indicated that the significant increase in this fee was simply to find a new source of revenue for improvements to the airport, as income is limited, and is not and was not set in concrete but simply a starting point for

discussion about new revenue. If the Pilots and Board do not want this increase then they should make that recommendation to the City Council.

The Board and Staff took all of the questions and comments under advisement and Director Boatman indicated that financial analysis and type of fuel, etc., will be looked at and brought back to the AAB as will the Fee Schedule after they have feedback from the AAB.

Airport Facility Maintenance – Hanger 24 is being demo'ed and will be available for rent.

Several comments were made about maintenance needed at the Terminal...flood lights not working on the patio and the side walkway to the Parking Lot.

Airport permit – Staff is working on this with Caltrans and the FAA

ACIP Projects and Grants – Staff indicated that Phase II Award is ready and that will involve the Beacon and Segmented Circle.

Municipal Hangars and Tie Downs and Subcommittee Reports – None

OLD BUSINESS:

Action regarding the relocation of the Central Gate – No Discussion

Airport Finances – Previously discussed

Earthen Stockpile at end of Airport – County is trying to step up its efforts with the land owner to reduce the pile. Land Owner is in Code Enforcement Violation. Board Member Botts volunteered to contact Supervisor James Ramos from the 3rd District in regard to this ongoing problem. **The Board approved of this action.**

DWR East Branch East Branch Wateer4 Reservoir project – Previously discussed

Airport Entrance Sign – Various pictures by Board Member Johnson will be sent to the City for submission to the Sign Vendor that created the other freeway “entrance signs” to the City for some ideas and potential cost.

Proposed Red Curbing on Sessums - Chairman Hoyt reviewed a photo of the propose red curb painting near the entrance to the Airport, on Sessums. It has been submitted to the City Parking Committee for review and approval. The Chairman will be available to appear at the Hearing.

AAB Goals – Members Botts and Johnson presented the new AAB Document that outline the goals taken from the Airport Strategic Plan and newer Airport Business Plan and puts them in one place. Dates and time lines have been updated. It was indicated that most everything in the document has already been approved by the City Council with the exception of the green highlighted areas, which are brief verbiage additions in the document. Discussion ensued and the Chairman suggested that the document be reviewed and voted upon at the December Meeting, if a meeting is held.

Mandatory Harassment – Again this requirement was discussed and again Staff indicated that the City Human Resources Department was responsible for this training and that they would be in touch with Board Members.

NEW BUSINESS:

Update to the Airport Facilities Directory – A draft language change was discussed however City Staff will take it back for review and changes and will come back at the next meeting. There was considerable discussion about the correctness of the Altitudes and the issue of altitudes for VFR and IFW which may be too close. The Aerial Aerobatic Practice Area to the East of the Runway was discussed and it was agreed that original language in the Facilities Directory that had been requested by TRACON should be returned to the document.

Possible Agenda Items for next meeting – No suggestions

Member Comments - None

Chairman Hoyt adjourned the Meeting in Memory of Richard Mulligan.

Submitted by:

Robert E. Botts

Member, Airport Advisory Board

CITY OF REDLANDS AIRPORT ADVISORY BOARD

MINUTES OF 6 DECEMBER 2017

**MEMBERS PRESENT: JOHN LOY, VICE CHAIRMAN BOB BOTTES RICHARD JOHNSON
ENSON MASON JOHN OROS BOB PEARCE
MR. WIL HAMILTON, STAFF COUNCILMEMBER EDDIE TEJEDA**

The meeting was called to order by Vice Chairman John Loy at 1803, followed by the Pledge of Allegiance to the Flag of the United States of America.

Public Comments: Ms. Cindy Gablin provided a briefing on the Toys for Tots program held by the Redlands Airport Association. 24 aircraft pilots and crews, 73 bags of toys, and about 2060 toys were delivered to the 29 Palms Marine base. Also the sum of \$1200 was donated. The Blood Drive provided 29 units of blood.

Mr. Ted Gablin of the RAA expressed concern about the increase in fees for the airport users. This showed a discontent and express what fees will be applied to the airport debt and airport fund?

Past Minutes were approves as submitted.

Communications: The available time for the finance report has taken longed that planned and is awaiting the Cities request for data. Normal requirements for submission for information should have a response within 30 days by Federal Codes. Discussion of on the fuel tank project affecting the FBO and City plans.

Maintenance for the lights at the lobby and the wind sock were discussed. There was no report on the Airport Permit. ACIP Construction bids will be resubmitted for bid. The city has 2 vacant hangers and one T hangers available. Demolition for hanger 24 is about \$32k. For the non-compliant hangers, Mr. Wil Hamilton time to start the process for inspections. A process is being developed to inspect hangers to meet the FAA AIP requirements. For owners of hangers, inspections may be different. Bob Botts recommended that a sub-committee review Hanger Inspections. Mr. Gablin stated the regulations can be found on the web for RAL.

Special Projects: Mr. Hamilton has met with Mr. Hemstra for the airport signage, completion dates and ideas which will be reported at the FEB 2018 meeting. Examples will also be presented for review.

Old Business: Mr. Mason stated many details on what he has researched for the airport finances. Since the issues are deeply set, a roundtable for discussions will be set with members Mason, Johnson and Pearce being the committee.

Page 2 Old Business Cont.

The eastern dirt pile was discussed as the pile has been reduced. Further inspection will be monitored for the reduction and safety issues. The DWR and Wild Life environment at the reservoir will be monitored by the ABD County Water District.

Goals and Objectives were placed in a format from the Master Plan and a Long and Short term projects were reviewed and discussed in length. The items listed were approved by the board and approval for submission to the Council. Discussion took place as to how it should as how it will be presented was discussed. Councilmember Tejeda recommended on how the board should proceed. Mr. Mason and Richardson will review the process for council presentation.

New Business: Ms. Sue Cooke gave a presentation on the Hanger 24 Air Show and an update on the 2017 show. Attendees were about 14k, 700 kids, 28 food vendors, 20 non-food vendors, and 13 community groups who help.

The 2018 show will have an F16 Demo Team, Canadian F18 Demo Team, and an Aviation Theme. The TFR will be in place for a few hours on Thursday and Friday for practice with a 4 hour show on Saturday and Sunday. Hanger 24 is anticipations \$35-45K for charities.

Task Force for the show will be Mr. Loy, Botts, and Richardson.

Meeting adjourned at 1951 with the next meeting scheduled for 17 JAN 2018.