

**CITY OF REDLANDS
AIRPORT ADVISORY BOARD
Regular Meeting of November 19, 2020 Minutes**

Present: Robert Pearce, Chair
Deborah Forthun, Vice Chair
Catherine Pritchett
James Pickens
Michael Sullivan
Don Crow

Absent: Renea Wickman

Council Liaison: Paul Barich

Staff: Tim Sullivan, Larry Alms

The following information comprises the Minutes of a regular meeting of the Airport Advisory Board held at 6:00 p.m. on November 19, 2020, Via Zoom Webinar.

1. **CALL TO ORDER** – Attendance, Pledge of Allegiance
 - A. Chairman Pearce called the meeting to order at 6:08 PM.
2. **PUBLIC COMMENTS**
 - A. A letter related to agenda item 6A was submitted by Ted Gablin, Redlands Airport Association President. AAB President Pierce read the letter into the record.
3. **APPROVAL OF MINUTES**
 - A. Minutes of October 15, 2020, approved with corrections by Vice Chair Forthurn, seconded by board member Sullivan and carried.
4. **COMMUNICATIONS**
 - A. Report from Staff
 - i. Updates on facilities maintenance
 - Tim Sullivan reported on maintenance activities regarding runway lights. Staff identified issues with photo cell that should mitigate the issue. He requested that tenants are encouraged to report any future issues to staff.
 - Runway taxiway lights were damaged on the west end. Lights were repaired and should be fully operational
 - Runway sweeping is scheduled for Tuesday, November 24 from 7:00 AM - 9:00 AM; NOTAM will be issued
 - Weed abatement will be done near runway and taxi ways, dates have not been confirmed but all tenants will be informed and NOTAM will be issued
 - Bob Pierce stated that Scott Tickmeyer reported that there are a few runway lights with missing bolts. Tim Sullivan stated that they are aware of the issue and are currently being secured.
 - Bruce Shaffer will be reinstated as the Airport Manager effective November, 30. Recruitment for the Airport Manager position is closed.
5. **OLD BUSINESS**
 - A. **Update on USFS Contract for use of REI** –
 - i. USAF used west ramp for regional fires. Confirmation that the City received \$3,400 for El Dorado fire, awaiting reimbursement for Apple Fire
 - B. **Report on non air-worthy aircraft at REI** –

- i. Staff has been monitoring aircraft on the west ramp. There are currently 11 aircraft on the West Ramp paying monthly and 2 paying annually for tie-down leasing. Chairman Pearce identified additional air craft that are non-operational and sitting on the ramp. Staff will report back on air craft in the lease areas.

C. Update on recruitment status for a new Airport Supervisor –

- i. Covered in staff reports above.

D. Report pertaining to FBO and City services at REI

- i. Chairman Pearce discussed contractual obligations, specifically with Mr. Ott, regarding the restrooms and “smudgy doors”. Tim Sullivan stated that based on the discussion tonight, he understands there are items that are more specific than just general lease requirements.
- ii. Director Boatman stated that staff is going to make a presentation to the AAB regarding leaseholds and other pertinent information at the AAB meeting in January. In the meantime, he asked that all airport tenants be part of the solution and help ensure a clean and safe environment.
- iii. Director Boatman will work with Redlands Aviation to discuss general housekeeping. The intent is not to close the airport for all pilots, but to prohibit social uses.

6. NEW BUSINESS

A. Update on cost and feasibility for the installation of a wash rack at REI

- i. Director Boatman reported to the Board that the CM has given direction to staff regarding the installation of a wash rack at the start of next year. Staff is going to start collecting quotes and identifying potential funding sources. Mr. Boatman provided a brief report on REI funding sources (\$300k in revenue, \$100K from FBOs) stating that funding is disproportionate for the airport’s needs. It is not that the City does not agree that the wash rack is important, but the limited funds need to support critical infrastructure. Staff will be looking at cost and funding sources and will report back at the early part of next year.

B. Update on YTD Budget to Actuals

- i. A motion to move the regular reoccurring Airport Advisor Board meetings to the third Thursday of the month by Chair Pearce, Seconded by board member Craw and carried.

7. POSSIBLE AGENDA ITEMS FOR NEXT MEETING

- A.** Update from Bruce
- B.** Update on salvaged planes
- C.** Financial update from Tim Sullivan and Director Boatman
- D.** Review of Redlands Aviation lease hold requirements regarding janitorial

8. BOARD MEMBER COMMENTS

- i. Vice Chair Debbie Forthun stated that she is happy that Carl is returning and that he will be sure to keep the area clean.
- ii. Bob requested information regarding the possibility of the public attending AAB Meetings. Mr. Boatman reported that a council subcommittee has been created to address COVID issues at has determined that the public will continue to participate via Zoom for all Commission and Board meetings.
- iii. A motion was made by Don Craw to cancel the December meeting to convene in January 21, 2020. Seconded by Bob Pierce and carried
- iv. Board member Pickens requested information about why the City will not approve a variance regarding the wash rack. Director Boatman stated that the City is subservient to state guidelines and that City staff will be sending a memo to discuss why they cannot approve a waiver for the NPDES violations

9. ADJOURNMENT AT 6:53 PM TO NEXT REGULAR MEETING ON January 21, 2021.