

**CITY OF REDLANDS  
AIRPORT ADVISORY BOARD  
Regular Meeting of January 14, 2021 Minutes**

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

Absent:

Council Liaison: Paul Barich

Staff: Christopher Boatman, Carl Bruce Shaffer, Larry Alms

The following information comprises the Minutes of a regular meeting of the Airport Advisory Board held at 6:00 p.m. on January 14, 2021, Via Zoom Webinar.

1. **CALL TO ORDER** – Attendance, Pledge of Allegiance
  - A. Chairman Pearce called the meeting to order at 6:19 PM.
2. **PUBLIC COMMENTS**
  - A. None forthcoming
3. **APPROVAL OF MINUTES**
  - A. Minutes of November 19, 2020, approved with corrections by Vice Chair Forthun, seconded by board member Sullivan and carried.
4. **COMMUNICATIONS**
  - A. Report from Staff
    - i. Carl Shaffer reported updates on the following:
    - ii. Maintenance
      - Carl Shaffer reported that the windsock is not properly functioning, there will be some upcoming upgrades to the conduit.
      - Mold abatement is taking place in the old pilots lounge.
      - Weed abatement to take place after rain.
      - Fire shed that stores the runway lights will get fencing and locks for security.
    - iii. Operations
      - Staff is working with the FAA to receive the formal grant offers for the years 2021 through 2023 that will be taken to City Council for acceptance.
      - REI passed the last storm water sample.
      - San Bernardino County Airport Possessory Tax forms have been filed.
      - 2021 to 2030 Grant applications submitted to the Department of Transportation Aeronautics Division
      - Hangar inspections are 50% complete and continuing as tenants are comfortable meeting face to face.
  - B. Presentation regarding REI Ground Leases
    - i. FCS Director Chris Boatman provided a presentation of a brief overview of Airport revenue.
5. **OLD BUSINESS**
  - A. **Update on the RFQ for the CALUP and Airport Master Plan**

- i. FCS Director Chris Boatman provided a brief overview of the Airport Master Plan.

**6. NEW BUSINESS**

**A. Discussion pertaining to Redlands Aviation contractual requirements of janitorial services**

- i. Carl Shaffer reported that the Redlands Aviation is responsible for janitorial services, cleaning supplies, garbage, and floors of the main lobby and two restrooms. It is City responsibility to restock paper product for the restrooms.

**7. POSSIBLE AGENDA ITEMS FOR NEXT MEETING**

- A.** Officer Appointments
- B.** Maintenance Operations and reports
- C.** CALUP Master Plan update

**8. BOARD MEMBER COMMENTS**

**9. ADJOURNMENT AT 7:43 PM TO NEXT REGULAR MEETING ON FEBRUARY 18, 2021.**