

CITY OF REDLANDS AIRPORT ADVISORY BOARD

MINUTES OF 17 JANUARY 2018

**MEMBERS PRESENT: JAMES HOYT, CHAIRPERSON JOHN LOY, VICE CHAIRPERSON ENSON MASON
RICHARD JOHNSON BOB PEARCE**

RESIGNED: BOB BOTTS (TO PLANNING COMMISSION)

STAFF: WILL HAMILTON

1. Meeting was called to order at 1802 by Chairperson Hoyt followed by the Pledge of Allegiance
2. Public Comments: Ingrid Biglow spoke on airport encroachments, safety, and cooperation and communication to improve the airport. Also she expressed concerns for taxes generated by airport owners and renters and the contributions to the community.
- 5A. Item was taken out of order due to time constraints of the Hanger 24 Charities. Sue Cooke spoke in length on the Sir Show that will take place for the two (2) days. Aircraft will include THE V-22, Canadian F-18, and C17 & KC135, Presale costs is \$20 for SAT and #15 for SUN, children under 6 are free, and 6-12 yrs. is \$5. Military is \$10 or \$40 for a family of 4. Website is up for tickets and show updates.
- 4A. Mr. Hamilton entertained questions on finance and the lack of information available. The financial report is being worked on.
- 4B, The PAPI, REIL, and Segmented Beacon are AIP projects. Discussion on the beacon took place and the cost is cheaper for replacement vs repair. Mr. Hoyt requested a cost report. The Fuel project is presently on hold and awaiting the Master Plan.
- 4C. The aircraft Wash rack is not in the plans for construction at this time. A water filter system will be placed in the lobby for the drinking fountain.
- 4D. Permit has no changes.
- 4E. ACIP funds – wash rack not included
- 4F. Discussion on Hanger Doors, faucets, FOD and Trash affecting the Safety of the airport, and No cars took much time. Tiedown billing on Contract Tennant/lease people was discussed. The airport fees were waived because billing was not in place causing loss of income. Fees due will be added for the airport income.
- 4G. Mr. Hoyt presented to the Street Commission the painting of curbs on the street adjacent to the entrances to the airport and the safety concerns. The approved resolution will be presented to the Council in FEB 18. The airport signage will be presented to council also in FEB.
- 5B. Charities gave \$3000 to the airport from the 2017 Air show. The cost of the signage for the airport will come before the AAB in FEB. Mr. Hoyt and Loy will research Airport Parking and possible time limited spaces on the airport. Report is due at FEB AAB meeting. Mr. Pearce will send old materials on the parking and rules that the AAB submitted in 2012 to staff and to the City Attorney for review.
6. An AAB time change to 7 PM was discussed and will be brought back for review.
- 7 & 8. Agenda items for FEB was asked of the board and member's comments were given. Next meeting is scheduled for February 7, 2018

Meeting adjourned at 7:52 PM.

City of Redlands Airport Advisory Board Meeting Minutes

May 2, 2018

Members present- Hoyt, Johnson, Pearce, Mason

Members absent- Loy, Morheiser, Still one vacancy on the board.

City Staff- Will Hamilton

Meeting called to order by Chairperson Hoyt at 6:00pm

Public Comment- Ted Gablin, president Redlands Airport Association- Chart Supplement revision handout. Spoke of UPS overflights inbound to KSBD, also helicopter traffic patterns. Ted reviewed the recommended verbiage for the proposed revision.

3. No minutes for approval

5A- Presentations- Hangar 24 representative unable to attend for update. Johnson asked why City Council approved permit without the rec of AAB for a break in the airshow to accommodate incoming and outgoing traffic. Council used airboss recommendation and recommendation from City Attorney. Councilman Tejeda explained the use of the professional opinion of the airboss to make the decision with the stipulation that the POC contact info be provided to the public. Pearce added that a note in the TFR would be a good idea.

Cindy Gablin- RAA Toys for tots event, Nov3 10-3, Static AC display, Cars, Exhibitors, Bloodmobile, food vendor. Around 300 people expected. Ramp will be barricaded for safety of pedestrians. No interference with hangars or taxiways. Will have insurance. Hoyt mentioned a banner on Citrus, Mrs. Gablin added that she is nervous about having too many people so the event remains manageable. Mr. Hamilton mentioned that reserving banner placement is on a tight schedule. Need to get CC approval as soon as possible to move forward. Last years event generated \$1000 cash and many toys for the charity. 6A moved up- Motion- Johnson, 2nd- Mason, Passed unanimously to recommend approval by City Council.

4A1 Hamilton, Bus Plan- Hangar inspections, NLT 5/18 notification to tenants. Will plan out the schedule to complete quickly. Letters will be coming out to notify. Hoyt requested AAB receive copies of letters. Aircraft tail #s will be collected for taxes etc. Hangars being used as residence will be vacated. Pearce cited other airports that do inspections in a couple of days rather than weeks. Jim Ott Redlands Aviation commented that it could be difficult to get hangar owners to open, renters will be easier.

Finance update- Reports have been distributed to board members. Hamilton explained encumbrances and the process with the city finance department. Mason described the desire for transactional activity reporting. Tejeda commented that he will forward questions to finance and requested that all questions go through him. Mason had questions on two large expenditures; General Governmental Service charge of \$35,000 and Special Contractual Services \$16,000. Tejeda said he can take things to finance subcommittee.

lii1 No update-

Parking subcommittee- Johnson 5D entrance sign

Johnson reported on subcommittee meeting- Described different airport parking items in the municipal code. Subcommittee wants to recommend integration of all parking items into one code section. Johnson asked for explanation of the reasoning for current format and recommendations of better formatting for the policies. Hamilton described how some other airports codify parking rules. Johnson recommended to continue to work the issue in subcommittee. Hoyt and Pearce described some persisting problems with long term vehicle and aircraft parking at the airport.

Hamilton- Hangar that needed to be cleared out is now occupied. Two box hangars still open. Hoyt asked about de-registered aircraft noted during hangar inspections. Hamilton said finding a way to take legal ownership of abandoned aircraft would be difficult

Jim Ott- Aircraft on his ramp- He took owner to court and won ownership for non-payment of rent. It is possible but expensive.

5- No updates on permit. Airport inspection was April 3rd. Inspector was impressed with lighting and general state of the airport.

6- Special events- Airshow coming up with practice days, also Toys for tots and National Aviation Day.

6B- Problem with segmented circle, contractor who installed it came out to repair. Also, Super AWOS had sporadic readings also resolved. Hamilton stated that Preventive Maintenance will be performed going forward. Signs outside the lobby has been fixed and painted. Patio lighting not repaired yet but Hamilton is looking into LED replacements.

6C- Projects and grants- Four open FAA grants being worked to closure. Will then explore other opportunities. Runway refurbishment could be an option to extend useful life. Hoyt asked for an update at the next meeting on available funding and projects do use them on. Hamilton said projects would be pulled from Airport Master Plan. Discussion on FAA grants and Caltrans AIP grant match.

Old business

5B Stockpile- County directed owner to stop rock crushing. Hoyt moving 5B to Communications as needed.

5C East branch water project- No update, Hamilton has not noted any bird migration activity, hopes to meet with the biologist soon. Hoyt moving 5C to Communications as needed.

5D Airport entrance sign- Hamilton- No invoice charged yet by Heemstra sign work. Could be ~\$500. Hoyt shared some handouts for discussion of sign ideas from the subcommittee work by himself and Johnson. Favored idea used the orange crate theme with aviation related crate labels. Jim Ott has agreed to allow space on his area of the lobby parking lot. Hoyt also discussed the need for logo/branding for the airport. Ted Gablin commented about Master Plan for lobby at west end of airport. Maybe the sign would be better suited there or other locations. Johnson asked about management of the project once we have ideas for the logo. Will the city hire a graphic artist or other professional to develop the artwork? Councilman Tejeda liked the idea of including the Service Clubs and youth of Redlands in the project.

5E Move Goals and Objectives to Communications as needed.

5F Chart supplement- Hoyt spoke about identifying aerobatic box on Chart Supplement. Johnson mentioned airport diagram in Muni Code and inconsistencies. Johnson Motion to receive Chart Supp and recommend for submittal and Muni code 12.56.460 traffic pattern exhibit A be analyzed by staff for revision or removal, second by Hoyt, passed unanimously.

5G Hangar 24 donation for signs awaiting use. Move to Communications as needed.

5H Airport Beacon- removed from old business. City staff will assess need for maintenance.

5I Washrack- No updates. Hamilton- Old estimate was \$200k-300k. Filters in drains would not be adequate as KREI drains to the Santa Ana River wash. Washrack may be ACIP eligible.

New Business

A No other comments

B Non Aviation use of west ramp- Fire and Police dept. activity getting in the way of aviation use of the ramp with very short notice to aviation users. Hoyt asked how is the airport enterprise fund being compensated for the use? Hamilton unsure of compensation. Pearce- what about insurance? Hamilton said city is self-insured so it is a moot point. Johnson mentioned concern about short notification issues to users and suggested that Fire and Police training officers should coordinate with city staff for use. AAB would like feedback from training officers on an appropriate advance notice. If there will be apparatus on the ramp a NOTAM should be posted. Hamilton will communicate with Fire and Police and report back. Ted Gablin- Nabu asked for one month notice due to the schedule of his international students. 6B moved to old business for update by Hamilton. Tejada recommends making the motion now for the timeframe. Pearce moved, Johnson second recommendation of minimum 45 day notification by public agencies to use west ramp for training passed unanimously.

C Mason requested hangar and tiedown customers be sent bills so the gate card holders know when their card will expire. Hamilton said current system will not work for billing and will take some work. Adding the topic to new business for the next meeting.

Board Comments- Pearce- March airshow was good despite the cancellation of the Thunderbirds due to a crash.

Hoyt- SBVC will be adding Private Pilot Ground school next semester and has added a flight simulator.

Meeting adjourned at 7:56pm

Redlands Airport Advisory Board Minutes

August 1st, 2018

Present:

Jim Hoyt, Chair

Ensen Mason

Bob Peirce

Richard Johnson

Absent:

John Loy, Vice Chair

Danielle Morheiser

The meeting was called to order at 6:01pm.

According to Hoyt, an appointment made in April has not attended 3 regular meetings and 2 special meetings. By motion made by Peirce, seconded by Johnson Danielle Morheiser is to be removed from the board. Motion passed 4-0.

Hoyt asked Hamilton to contact two individuals that appear to be qualified. Hamilton said appointments are the jurisdiction of the city manager's office, but he would let them know. Mason mentioned that he would be resigning by year-end and he would like if there could be a search conducted for his position as well.

Ingrid Biglow spoke about weed abatement issues. She also brought up that there was no airshow debrief given to either the AAB or the City Council.

By motion by Peirce, second by Mason, minutes were approved 4-0.

Hamilton reported hangar inspections are coming along well. No major issues have been found. Coyote hangars were done in one day.

There was discussion of replacing the gate. Hamilton said we would be looking at ~\$7,000. There was discussion about possibly using AIP funds. Hamilton will look into it. Dennis Brown mentioned the gates as-is are not suitable for some commercial traffic and that if they are redone, that should be considered.

There was discussion about the sign. Hoyt will bring something to the next meeting about size and cost.

A motion was made by Peirce, second by Johnson to hold Chair and Vice-Chair elections at the October meeting. Motion passed 4-0.

There was extensive discussion regarding the proposed fee schedule. No motions were made.

There was extensive discussion regarding various issues relating to the pilot guide. Many concerns and ideas were brought up. Further discussions will be held among airport groups. No motions were made.

The meeting was adjourned at 8:35pm.

Minutes of the Redlands Airport Advisory Board
Redland City Council Chambers
Wednesday, September 5, 2018
Voice recording of meeting available

In attendance:

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

Absent:

Member John Oros

City:

Will Hamilton, Quality of Life
Eddie Tejada, City Councilman

Meeting was called to order by Chairman Hoyt at 5:30pm and begun 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, airport improvements made during his previous tenure and gave a brief summary of his aviation experience.

No Public comments were heard.

Item #3- Approval of previous minutes. Hoyt asked that members listen to recording of the April meeting so the minutes can be compared to the agenda and approved. Hoyt asked for a determination from city staff. 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 Oros arrives to the meeting for a majority to vote and approve. Motion by Pierce second by Johnson to move to end of meeting.

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

9:25 3B- Approval of Aug 2, 2017 meeting minutes Motion to approve Loy, Second Johnson, Abstain Pierce and Botts

10:10 4- Recognition of former AAB member- John Loy 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. Ms. 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.

13:17

G- Todd Smith VP of Finance and Operations, Hangar 24 Charities gave a presentation of the 2017 Airfest and played a video prepared by Hangar 24. 14:15

REDLANDS ADVISORY BOARD
MINUTES OF MEETING ON 7 NOVEMBER 2018

RICHARD JOHNSON, CHAIRMAN
ROBERT PEARCE, VICE CHAIR
ABSENT: JOHN LOY, MEMBER

CASEY ANN ERICKSON, MEMBER
JAMES HOYT, MEMBER

ENSON MASON, MEMBER
JAMES PICKENS, MEMBER

CITY STAFF: WILL HAMILTON, AIRPORT MANAGER Mr. TIM SULLIVAN, QUALITY OF LIFE
Councilmember Eddie Tejada arrived at 1845

1, The meeting was called to order by Chairman Johnson at 1800 with the Pledge Allegiance to the flag.

2. There were no public comments.

3. Past minutes not available

4 A. There was no update to the Business Plan. Hanger inspections are in the final stages of completion and should be completed by 30 NOV 18. Mr. Hoyt asked if the inspection for the lease holder was complete. Yes Mr. Ted Gablin asked about hangers being used for living quarters or for a business and if code enforcements were being enforced. Mr. Hamilton stated that he would let the person correct the issue vs. submitting a letter or having a contract.

Finances – staff is working on documents and expenditures.

Rules & regulations- None

City Hangers- Roofs were being repaired as well as the fiberglass panels.

Permits- CALTRANS permit is active. Events: Toys for Tots in on 17 NOV 18

4 B. Gate repair is in operation. Earthen Pile is decreasing but still not in compliance. Mr. Gablin stated that the county permit is in violation and the grade should comply to the original grade prior to the project. The clearway to the runway is still an issue. The DWR Pond will float plastic cubes to curtail water fowl for airport safety. The Lobby Project should be completed soon and is expected to be finished by 20 NOV 18 for use. This includes flooring, furniture. Speakers should be installed outside for people to listen to aircraft and was recommended by Mr. Phillip Ensley.

4 C. Fencing was discussed with financing through AIP funding.

5 A. was removed.

5 B. the Airport sign was discussed and is awaiting for the Lobby completion. The wait for available added funds depends on the completion of the Lobby. Mr. Sullivan spoke on funding and the Airport projects. Recycling funds will be research to supplement the signage and the City Signage code will be checked for an exemption if needed. Sign to be installed by MAR 19.

5 C. AFD is at the state level for publishing.

5 D. Wash rack was discussed in depth referencing FAA Pt. 43 Aircraft requirements. Mr. Hamilton will research other airports. Move to table or discuss on a quarterly basis.

5 E. Fee Schedule was not discussed.

5 F. A discussion and the FAA regulations on Paragliding and the dangers within the Airport Traffic Patters was discussed after two incidences took place on the airport. The issue is a very serious problem.

6 A. The Hanger 24 Airfest was discussed referencing costs, donations, and the use of the airport. Fee waivers should be curtailed, security issues, reporting information delays were very important to the AAB. It appears that the Airport

6 A. (cont.). is not receiving the proper reimbursed costs for the use and deterioration on the airshow area. Since the citizens are charged for truck use on the streets for trash pickup, the airport should get some revenue for the airport upkeep.

6 B. Waste Oil container was discussed as to the overflow and oil in the containment area. Redlands Aviation is addressing the oil spills and cleanup.

6 C. The Redlands Airport Pilots Guide should make reference to PARAGLIDERS and the dangers. FAA Standards needs to be called on the dangers and reference FAR103.14.

There were no agenda items at this time.

Meeting adjourned at 2033

Redlands Airport Advisory Board Meeting Minutes December 5, 2018

Board Members Present:

Richard Johnson

Casey Erickson

Bob Pearce

Ensen Mason

Call to order 6:02pm

Public Comments:

Andy Hoder Volunteers to Airport board but can't join due to being on Tree Committee

3. Consent Items

Motion by Bob Pearce to Approve AAB Sept 5th and Nov 7th minutes, 2nd by Mason. Passed unanimously.

3.A.i.1&2) Airport wide Hangar inspection is completed, any problems will be forwarded to FAA to resolve any issues that may have been encountered. Should be done by end of January 2019

3.B.ii. Discussion of the Stormwater Permit- Issues identified have been taken care of. Samples are taken at the first significant event and sent to lab. Once every 6 months.

4.A.i. Business plan number will be brought forwarded to the board soon, it is available to the public on the city website

4.A.iv. City municipal hangars are at full capacity

4.A.v. No update to Permits

4.B.i. Caltrans APMS Project runway closure and inspection is done as of today Dec 5, 2018

August 29, 2019 there will be a report and feedback on recommendation for Asphalt and Pavement wear and tear.

4.B.ii. SWPP Redlands Aviation and city is working on a few issues to be in compliance

4.B.iii. Earth Stockpile update. Caltrans has not commented or offered an opinion.

Ted Gablin RAA commented, provided letter from Chris Boatman to County that airport land use shows the approach area to the airport must remain clear. Per conditions of approval the stockpile was always intended to be temporary and has had many extensions of permit, which is now expired.

4.B.iv. Plastic balls should be placed in reservoirs during the month of December

4.B.v. One blue Taxiway light was found broken and needs to be replaced and a light has been

replaced on the pattern indicator for the segmented circle. PAPI has not been activated. No date yet to flight test PAPI for certification.

4.B.vi. Office lobby, the floor did not come out as was desired, and will be resealed, the new expected opening of lobby Wednesday December 12. Wall space will be given back to the various groups who used it for the TV, Map, Etc.

4.C.i. Nothing has been heard yet regarding CIP grant funding.

4.C.ii. No Design Planning and Goals subcommittee currently active for KREI

5.A. Airport Entrance sign has been revised per feedback from the AAB. The planned installation date is March 2019.

Comment by Dennis Brown, the Lobby Parking Lot is very dark at night, suggest possibly lighting it.

5.B. AFD update has been submitted to the FAA with comments in the remark concerning Aerobatic Box, wildlife on the airport and Helicopter traffic pattern.

5.C. Wash Rack has no updates.

5.D. Airport Fee Schedule has no updates, they are still being revised and comparing against comparable local area airports

5.E. Redlands Municipal airport pilot guides has gotten feedback from the AAB several times, and the City of Redlands is currently Reviewing by staff and hoping to post a final draft by January.

5.F. Hangar 24 Airfest

Comments by Ted Gablin, President of the RAA; they will not be managing a booth at the Airfest this year.

Airshow Adhoc Committee, define goals, look at issues, timelines, board recommendations will be examined in December 2018

5.G. Action regarding Paragliders has not made any progress.

5.H. Former Taxiways and West Ramp, striping issue. A Double yellow line has been marked indicating it is not a taxiway but is not very visible.

6.) New Business: Four applications for the AAB have been received, it is hoped one or more will join the AAB at that time.

Possible Future Agenda Items

7.) A. Lobby Parking Lot lighting B. AFD Update

Adjourn 7:43pm

Next Meeting January 2, 2019