

# CITY OF REDLANDS AIRPORT ADVISORY BOARD AGENDA

JASON GOLEMBESKI, CHAIR

THOMAS COOK, VICE-CHAIR

DENNIS NODINE, BOARD MEMBER

DEBORAH FURTHUN, BOARD MEMBER

KARL GROVE, BOARD MEMBER

ROBERT PEARCE, BOARD MEMBER

JOHNNY GHAZAL, BOARD MEMBER

**This meeting will be held in the City Council Chambers, 35 Cajon St, Suite #2 at the date and time noted below.**

The following information comprises the agenda for a regular meeting of the Airport Advisory of the City of Redlands at the date and time noted below.

**THURSDAY, January 18, 2024  
6:00 P.M.**

## **HOW TO SUBMIT COMMENTS:**

Speakers are encouraged to turn in a "Speaker Sign Up Sheet" before the meeting is convened. However, completion of speaker forms is not required to speak before the Commission. Once the meeting has convened, you may submit the speaker form to the Staff Liaison. Forms are available prior to the meeting in the Office of the City Clerk or in the Council Chambers/Conference Room during the meeting. Due to time constraints and the number of persons who may wish to give oral testimony, public comments will be limited to three (3) minutes.

Anyone desiring to speak on an agenda item at this meeting may do so during the consideration of that item. Anyone wishing to address the commission/board on a non-agenda item may do so during the Public Comment portion of the meeting.

## **1. CALL TO ORDER – Attendance, Pledge of Allegiance**

## **2. PUBLIC COMMENTS**

*(At this time, the Airport Advisory Board (Board) will provide an opportunity for the public to address them on any subject, within the jurisdiction of the Board, which is not already scheduled on this agenda. The Board may not discuss or take any action on any public comment made, except that the Board members or staff may briefly respond to statements made or questions posed by members of the public. However, any matter that requires action will be referred to staff for a report and possible action at a subsequent meeting. Comments will be limited to three (3) minutes.)*

## **3. APPROVAL OF MINUTES**

A. October 19, 2023 Minutes (Attachment A)

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Adarian Lawson by telephone 909.798.7573 or email at [Alawson@cityofredlands.org](mailto:Alawson@cityofredlands.org). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)

NOTE: Any writings or documents distributed to a majority of the Airport Advisory Board regarding an open session agenda item less than 72 hours before this meeting are available for public inspection at the Facilities & Community Services Office, 35 Cajon Street, Suite 222.

#### **4. COMMUNICATIONS**

- A. Report(s) from staff:
  - i. Operations and Administration
    - 1. Stuff a plane
    - 2. Fire Safety Training
  - ii. Maintenance
    - 1. Beacon Tower
    - 2. Pedestrian Gate re-coded.
    - 3. Gate Card Software Installation
  - iii. Land Use Development / ALU
    - 1. No submittals were received during this period.
  - iv. Grants
    - 1. FAA grant meeting recap.
  - v. Airport Financials
    - 1. FY 23/24 YTD Updates as of Nov 30, 2023 (Attachment B)

#### **5. NEW BUSINESS**

- A. Discussion and possible action related to a potential shift in standard time for the regularly scheduled AAB meetings.

#### **6. OLD BUSINESS**

- A. Discussion and possible action related to updates to the City of Redlands Municipal Code section(s) relating to the operation, function, and reach of the Airport Advisory Board. Potential to form subcommittee to recommend updates.
- B. Discussion and possible action regarding a recommendation to City Council that the Airport Division be reassigned to a different department.
- C. Discussion and possible action related Annual Report of the AAB to City Council scheduled for February 6, 2024
- D. Discussion and possible action related to the Emergency Preparedness of airport.

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

## **8. BOARD MEMBER COMMENTS**

## **9. ADJOURNMENT TO NEXT REGULAR MEETING ON FEBRUARY 15, 2024 AT 6pm.**

### **ATTACHMENTS:**

- A. October 19, 2023 Minutes
- B. FY 23/24 YTD Updates as of Nov 30, 2023

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## **ATTACHMENT A**

# **Redlands Airport Advisory Board Meeting Minutes**

October 19, 2023  
City Council Chamber  
City of Redlands

## **Board Members Present**

Thomas Cook, Deborah Forthun, Jason Golembeski, Robert Pearce.

### **1. 1. CALL TO ORDER**

- a. Meeting called to order at 6:02 PM
- b. Pledge of Allegiance
- c. Attendance
  - i. Members Ghazal and Nodine excused

### **2. PUBLIC COMMENTS**

- a. No public comments

### **3. APPROVAL OF MINUTES**

- a. Minutes are being reviewed by staff and are not available to approve.

### **4. COMMUNICATIONS**

- a. Staff Report - Aj Lawson:
  - i. Alp has been submitted to the FAA. No timeline on their review but he will keep the board up to date.
  - ii. A new Text notice system has gone live. This will inform subscribers about problems or changes at the airport.
  - iii. New gate card system is being researched, this will include remote entry and other helpful functions
  - iv. Halloween event is set to take place this month, Aj is looking to have this be one of the largest airport events all year. Sponsors are a set and about 20 aircraft should show up to the event.
  - v. Crack sealing will be taking place to seal some of the more prominent cracks on the field.
  - vi. Grant writing- Mr. Lawson referred to attachment A, it is the grant proposal to be submitted in November 2023.
- b. Member Grove- Asked about the compass rose. He referred to a conversation him and AJ had. Who is responsible/ who created the compass rose.
- c. Member Pearce responded that the compass was created by the city and was maintained on a volunteer basis.
  - i. Mr. Lawson's goal is to ask the community what they would like to do with the compass rose once the slurry improvements are completed.
- d. Mr. Lawson will research with other airports to see how they deal with the upkeep of compass roses.

### **5. Old Business**

- a. Discussion on emergency preparedness at the airport
  - i. Member Cook, recapped the need for a plan of preparedness for the airport.
  - ii. Member Forthun mentioned she could not find a document that outlined the current procedure and went on to note that other cities have these emergency plans in place.
  - iii. Member Pearce noted that there should be a mass email plan to inform the public. He went on to criticize the communication level between FBO's and tenants,
  - iv. Donald Craw, commented that the new text system as mentioned in the staff

update should solve most of these issues.

1. Member Cook applauded staff for this implementation and asked this could be moved to OLD business for the next meeting.
- b. Discussion about events Ad Hoc subcommittee.
  - i. Moved to the next meeting.
- c. Discussion about the airport beacon.
  - i. Community members brought up some concerns about the upkeep of the current beacon
    1. Mr. Lawson is formulating a plan to maintain this beacon with city staff.
  - ii. Member Pearce, commented that the beacon was serviced around 8 years ago
  - iii. Member Forthun noted that there was a concern about lead paint.
  - iv. Staff will develop a plan to keep the beacon tower painted. Also, staff is going to have an assessment done before year end and present that to the board.
- d. Discussion about the change to the city code to include the budget in the scope.
  - i. Mrs. Crocker encouraged the board to form a subcommittee to give into more detail on this subject and mentioned she is more than happy to meet with members to discuss the subjects involved.
  - ii. Member Forthun, commented that we used to see the budget in the past because there was a concern about how funds were being used for the airport.
  - iii. Member Pearce mentioned that we used to review the budget and that has been taken away since covid, members were able to comment on items in the budget and question as needed. Board members are being held back from advising without budget review.
  - iv. Member Golembeski questioned if the city council needs us as a board to advise them on budget projects. He later asked that we review this and add it to be discussed next time.
- e. Discussion about getting members to be involved with airspace usage groups.
- f. Member Pearce mentioned that groups like Southern California Airspace Users Group would be ideal for our board to be a part of if not at least sit in on the meetings. This would give our advisory board more insight as to what is happening in the local airport community.
- g. Member Grove asks about the FAAST meeting coming up and who would be attending. He continues that this would also be a great meeting to attend.
- h. Mr. Lawson will send out some links to these groups when they become available.
6. Discussion about moving the airport to its own department.
  - a. Member Cook stated that the airport would be better served by a board that can have more involvement in the admin selection and administration of the airport. He continued on to bring up some examples of airports that have more oversight.
  - b. Member Pearce mentioned that there could be some significant differences comparing REI to larger airports with transportation departments.
  - c. Member Groove asked if there is any protocol on getting land use red flags to the AAB.
  - d. Tabatha Crocker mentioned that the planning commission should notify airport conflicts. This could be brought to the board if a potential conflict is identified.
  - e. A development update will be added to the communications portion of the staff update.
7. **New business**
  - a. Member Pearce would like more agencies to come in quarterly and give us a run down of how the AAB can improve things. He would like the planning commission to come before the AAB for if there is a planning application that pertains to the influence area of the airport.
  - b. Member Groove talked about meeting with the fire department before racing at Reno. He mentioned the pilots would educate fire personnel on the nuances of aircraft incidents.
8. **AGENDA ITEMS FOR NEXT MEETING.**
  - a. Emergency preparedness Discussion
  - b. Beacon tower update.
  - c. Scope of the AAB Discussion.
  - d. Open Discussion on moving the Airport to its own department.

9. **Board member comments**

- a. Member Pearce commented that this was a positive meeting in regards to the AAB moving forward.
- b. Member Cook, Commented that he is interested in debating the document he prepared in future meetings.

10. **ADJOURNMENT/NEXT MEETING**

- a. Adjournment - 7:06 PM
- b. Next Meeting -11/16/2023 6:00 PM

## **ATTACHMENT B**



**BALANCE SHEET FOR 2024 5**

FUND: 564 Redlands Municipal Airport			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
564	1000	Claim on Cash	72,459.94	343,542.75
564	1201	Accounts Receivable - General	1,796.50	17,116.50
564	1203	Airport Fd Allow-UA	.00	-556.63
564	1411	Lease Receivable - Current	.00	108,872.00
564	1412	Lease Receivable - Non Current	.00	613,719.00
564	1502	Due From Other Governments	.00	46,339.84
564	1801	Airport Fd Land	.00	1,165,281.00
564	1802	Airport Fd Buildings	.00	4,879,066.72
564	1803	Airport Fd AD-Bldg	.00	-2,517,144.66
564	1805	Airport Fd Mach&Equip	.00	128,158.04
564	1806	Airport Fd AD-M&E	.00	-123,505.54
564	1812	Airport Fd Rolling St	.00	23,269.00
564	1813	Airport Fd AD-Rolling	.00	-23,269.00
564	1901	Airport Fd DO-Pens	.00	72,254.00
564	1902	Airport Fd DO-OPEB	.00	101,495.63
TOTAL ASSETS			74,256.44	4,834,638.65
<b>LIABILITIES</b>				
564	2001	Accounts Payable	5,088.80	-1,827.89
564	2303	Airport Fd Unearned R	.00	-5,872.00
564	2401	Refundable Deposits	.00	-7,371.00
564	2407	Airport Fd Facility R	.00	-1,431.00
564	2607	Airport Fd Advances P	.00	-737,613.20
564	2608	Airport Fd Liab-Compe	.00	-889.00
564	2701	Airport Fd Post Retir	.00	-262,353.65
564	2702	Airport Fd Unfunded P	.00	-219,263.00
564	2808	Accounts Receivable Liability	-1,496.00	-2,619.00
564	2901	Airport Fd Deferred I	.00	-3,898.00
564	2902	Deferred Inflows - OPEB	.00	-101,758.61
564	2910	Deferred Inflows - Leases	.00	-712,221.00
TOTAL LIABILITIES			3,592.80	-2,057,117.35
<b>FUND BALANCE</b>				
564	3401	Unrestricted Fund Balance	.00	-2,698,671.63
564	3901	Budgetary FB - Unreserved	21,655.00	34,832.45
564	3902	Budgetary FB - Res for Encum	5,864.59	-124,889.10
564	3903	Redlands Municipal Airport	-21,655.00	-504,228.50
564	3904	Redlands Municipal Airport	-5,864.59	124,889.10
564	3905	Estimated Revenues Control	.00	469,396.05
564	3906	Expenditures Control	39,425.92	181,857.13
564	3907	Revenue Control	-117,275.16	-260,706.80
TOTAL FUND BALANCE			-77,849.24	-2,777,521.30
TOTAL LIABILITIES + FUND BALANCE			-74,256.44	-4,834,638.65

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
564 Redlands Municipal Airport							
<b>564900 Redlands Airport - Operations</b>							
564900 5001 Salaries: Full-Time	100,097	115,275	41,176.31	8,818.38	.00	74,098.69	35.7%
564900 5101 Overtime Salaries	0	0	4.51	1.61	.00	-4.51	100.0%
564900 5202 Holiday Pay	0	0	22.30	16.86	.00	-22.30	100.0%
564900 5204 Accrual Payout	0	0	304.07	.00	.00	-304.07	100.0%
564900 5301 Banked Leave Buy Back	2,098	2,098	1,455.82	1,455.82	.00	642.18	69.4%
564900 5401 Pension Contributions	31,963	33,837	12,132.56	2,600.20	.00	21,704.44	35.9%
564900 5501 Social Security/Medica	8,354	8,354	3,291.11	775.66	.00	5,062.89	39.4%
564900 5601 Deferred Compensation	1,352	1,352	.00	.00	.00	1,352.00	.0%
564900 5701 Health/Dental Insuranc	4,606	7,275	2,967.16	715.20	.00	4,307.84	40.8%
564900 5702 Workers' Comp Insuranc	2,991	2,991	1,246.25	249.25	.00	1,744.75	41.7%
564900 5703 Disability Insurance	71	71	11.00	2.52	.00	60.00	15.5%
564900 5704 Unemployment Insurance	545	545	29.23	5.37	.00	515.77	5.4%
564900 5705 Life Insurance	79	79	28.11	6.62	.00	50.89	35.6%
564900 5801 Vehicle Allowance	0	0	201.00	30.00	.00	-201.00	100.0%
564900 5802 Eyecare Reimbursement	282	282	.00	.00	.00	282.00	.0%
564900 5803 Clothing Allowance	35	35	19.50	.00	.00	15.50	55.7%
564900 5903 Other Taxable Benefits	4,632	6,566	204.96	10.50	.00	6,361.04	3.1%
564900 6008 AirportOps State Mand	1,985	1,985	.00	.00	.00	1,984.50	.0%
564900 6106 AirportOps Other Prof	36,036	36,036	91.35	.00	.00	35,944.90	.3%
564900 6301 AirportOps WaterWWD	6,064	6,064	2,499.16	.00	.00	3,564.59	41.2%
564900 6304 AirportOps Telephone	5,513	5,513	2,523.14	612.39	.00	2,989.36	45.8%
564900 6307 AirportOps Electricit	17,640	17,640	13,151.15	2,312.42	.00	4,488.85	74.6%
564900 6403 AirportOps Training	551	551	125.00	.00	.00	426.25	22.7%
564900 6510 AirportOps Other Insu	4,961	4,961	.00	.00	.00	4,961.25	.0%
564900 6601 AirportOps Postage	551	551	.00	.00	.00	551.25	.0%
564900 6703 Software Support/Devel	2,205	2,205	.00	.00	.00	2,205.00	.0%
564900 6710 AirportOps Special Co	4,962	4,962	3,667.94	1,012.59	6,091.10	-4,797.04	196.7%
564900 6802 AirportOps Info Tech	37,749	37,749	5,312.10	1,062.42	.00	32,436.90	14.1%
564900 6803 AirportOps City Garag	1,578	1,578	657.50	131.50	.00	920.50	41.7%
564900 6804 AirportOps General Go	76,547	76,547	31,894.60	6,378.92	.00	44,652.40	41.7%
564900 6901 AirportOps Printing a	551	551	.00	.00	.00	551.25	.0%
564900 6902 AirportOps Advertisin	1,323	1,323	3,000.00	.00	.00	-1,677.00	226.8%
564900 6903 AirportOps Janitorial	11,025	11,025	4,241.50	815.30	4,406.50	2,377.00	78.4%
564900 6907 AirportOps Comms Serv	1,654	1,654	.00	.00	.00	1,653.75	.0%
564900 6909 AirportOps Subscripti	331	331	115.00	.00	.00	215.75	34.8%
564900 6910 Labor	0	0	4,448.25	472.50	.00	-4,448.25	100.0%
564900 6911 AirportOps Bad Debt E	0	0	972.30	.00	.00	-972.30	100.0%
564900 7002 AirportOps Office Sup	1,323	1,323	.00	.00	.00	1,323.00	.0%
564900 7102 AirportOps Small Tool	1,103	1,103	.00	.00	.00	1,102.50	.0%
564900 7203 AirportOps Office Equ	551	551	.00	.00	.00	551.25	.0%

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

ACCOUNTS FOR: 564	Redlands Municipal Airport	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
564900 7204	AirportOps Building/G	38,036	38,036	16,939.46	1,860.00	17,340.01	3,756.78	90.1%
564900 7208	AirportOps Repair/Mai	6,615	6,615	6,386.31	3,474.09	7,258.41	-7,029.72	206.3%
564900 7210	AirportOps Building S	6,615	6,615	.00	.00	1,000.00	5,615.00	15.1%
564900 7807	AirportOps Food	0	0	193.63	.00	.00	-193.63	100.0%
564900 9001	AirportOps Principal	57,000	57,000	.00	.00	.00	57,000.00	.0%
564900 9101	AirportOps Interest	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL Redlands Airport - Operatio		482,574	504,229	159,312.28	32,820.12	36,096.02	308,820.20	38.8%
<b>564910 Red. Airport - Projects/Grants</b>								
564910 6710	Special Contractual Se	0	0	22,544.85	6,605.80	88,793.08	-111,337.93	100.0%
TOTAL Red. Airport - Projects/Gra		0	0	22,544.85	6,605.80	88,793.08	-111,337.93	100.0%
TOTAL Redlands Municipal Airport		482,574	504,229	181,857.13	39,425.92	124,889.10	197,482.27	60.8%
TOTAL EXPENSES		482,574	504,229	181,857.13	39,425.92	124,889.10	197,482.27	

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

ACCOUNTS FOR:	ORIGINAL	REVISED					AVAILABLE	PCT
564 Redlands Municipal Airport	APPROP	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
<b>564900 Redlands Airport - Operations</b>								
564900 4102 AirportOps Unsec Tax	-80,000	-80,000	-99,545.66	-99,545.66	.00	19,545.66	124.4%	
564900 4707 AirportOps Tie-Down F	-12,485	-12,485	-3,294.50	-661.50	.00	-9,190.30	26.4%	
564900 4708 AirportOps Gate Acces	-12,334	-12,334	-1,985.00	-445.00	.00	-10,348.75	16.1%	
564900 4709 AirportOps Fuel Flowa	-3,700	-3,700	-932.38	.00	.00	-2,767.62	25.2%	
564900 4710 AirportOps Ground Lea	-126,788	-126,788	-67,614.34	.00	.00	-59,173.16	53.3%	
564900 4808 Investment Income	0	0	-13,809.82	.00	.00	13,809.82	100.0%	
564900 4809 AirportOps Finance Ch	0	0	77.90	.00	.00	-77.90	100.0%	
564900 4810 AirportOps Returned C	0	0	-43.00	.00	.00	43.00	100.0%	
564900 4813 AirportOps Rental Inc	-234,090	-234,090	-73,360.00	-16,623.00	.00	-160,730.00	31.3%	
564900 4819 AirportOps Donations	0	0	-200.00	.00	.00	200.00	100.0%	
TOTAL Redlands Airport - Operatio	-469,396	-469,396	-260,706.80	-117,275.16	.00	-208,689.25	55.5%	
TOTAL Redlands Municipal Airport	-469,396	-469,396	-260,706.80	-117,275.16	.00	-208,689.25	55.5%	
TOTAL REVENUES	-469,396	-469,396	-260,706.80	-117,275.16	.00	-208,689.25		