

# CITY OF REDLANDS AIRPORT ADVISORY BOARD AGENDA

DEBORAH FORTHUN, CHAIR

DAVID E. RALEY, BOARD MEMBER  
JASON GOLEMBESKI, VICE-CHAIR  
NATHAN FREEMAN, BOARD MEMBER

JAMES D. PICKENS, BOARD MEMBER  
ROBERT PEARCE, BOARD MEMBER  
THOMAS COOK, BOARD MEMBER

**This will be a hybrid in-person/teleconference meeting via Zoom and 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 meeting of the Airport Advisory of the City of Redlands at the date and time noted below. All votes during the teleconferencing meeting via Zoom will be conducted by roll call.

**THURSDAY, NOVEMBER 17, 2022  
6:00 P.M.**

## **ZOOM MEETING INFORMATION**

To join via Zoom on a computer, laptop, or smart device  
Please visit [www.zoom.us](http://www.zoom.us), click on Join a Meeting  
Enter the Meeting ID **826 3863 5077**, then run the Zoom launcher

To join via Zoom with audio only (cell phone or landline):  
Dial **1-877-853-5247**

Enter the Meeting ID **826 3863 5077**

## **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.

- **To provide comment through Zoom (on a computer, laptop, or smart device):**
  - Click the "Raise Hand" button and the moderator will unmute you when it is your turn to speak.
- **To provide comment via audio only (cell phone or landline):**
  - Dial \*9 to "Raise Hand". The moderator will identify you by your area code and last 3 numbers of your telephone number when it is your turn to speak.

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.

**Thursday, November 17, 2022  
6:00 P.M.**

**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 20, 2022

**4. COMMUNICATIONS**

- A. Report from staff:
  - i. Administration
  - ii. Operation
  - iii. Maintenance

**5. CONTINUED ITEMS**

- A. Discussion and possible action regarding the AAB Safety Committee
- B. Discussion and possible action regarding the San Bernardino International Airport and FAA Flight Safety Study relating to increase passenger and cargo aircraft
- C. Discussion and possible action regarding the REI new airport webpage
- D. Discussion and possible action relating to the ALP update
- E. Discussion and possible action relating to current airport grants

**6. NEW ITEMS**

- A. Discussion and possible action relating to the annual report to the City Council
- B. Discussion and possible action relating to the cancellation of the regular AAB meeting held on December 15, 2022

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

**8. BOARD MEMBER COMMENTS**

**9. ADJOURNMENT TO NEXT REGULAR MEETING ON NOVEMBER 17, 2022, 6:00 P.M**

**ATTACHMENTS:**

A. October 20, 2022, board minutes

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# Redlands Airport Advisory Board Meeting Minutes

October 20, 2022  
City Council Chamber  
City of Redlands

## Board Members Present

Debbie Forthun - Chair	Jason Golembeski- Vice Chair
Bob Pearce	Nathan Freeman
Jim Pickens	Thomas Cook-Zoom

### 1. 1. CALL TO ORDER

- a. Meeting called to order at 6:00 PM
- b. Pledge of Allegiance

### 2. PUBLIC COMMENTS

- a. No public comments

### 3. APPROVAL OF MINUTES

- a. Minutes from the 9/15/2022 AAB meeting were adopted.
  - i. Motion Pearce
  - ii. 2nd Golembeski
  - iii. All present members approved

### 4. COMMUNICATIONS

- a. Staff Report - Aj Lawson:
  - i. The airport manager will be reaching out to FBO's on a weekly basis. Updating FBO's on airport information, tenant issues and any airport issues. This is in an effort to establish better communication with the airport community.
  - ii. New gate card policy is being worked on. This will include new payment options for airport tenants to eliminate the need to come downtown to pay fees. This will likely be rolled out in January.
  - iii. Maintenance
    1. Bathrooms in the airport lobby are completed. The upgrade included a move touchless fixtures. This should reduce waste and cost.
  - iv. Operations
    1. There is a Halloween event coming to the airport October 30th from 4pm-7pm
    2. The fee schedule was approved by the City Council Tuesday(10/18/2022).
    3. We are in the process of scheduling a monthly coyote mitigation program. More information to follow on that next meeting.
  - v.
- b. Thomas Cook- Asked if the new payment options will include credit card capabilities
  - i. AJ responded that the new options will include payment by credit card
  - ii. Member Cook- Asked if there are any tenant issues to report on.
    1. Aj- Responded, not at this time.
- c. Member Pearce- Noted an issue with airport parking on Sessums Drive.
  - i. There used to be curbs painted red around the H24 entrance. There are now Motorcycles and grain trucks parking in these zones on a regular basis. Is the Police Department available to monitor this?
  - ii. Mayor Barrich- Responded that he will look into this issue.
  - iii. Member Cook- Asked if this issue is part of the AAB purview?
  - iv. Chair Forthun- Noted that this was an issue that was brought to the board as a safety concern around 3 years ago. It was dealt with by painting the curbs red around entrance gates to mitigate the issue.

## 5. OLD BUSINESS

### a. Safety Subcommittee update

- i. Member Golembeski Updated the board on some ongoing safety projects at the airport.
  1. Coyote Mitigation- Member Golembeski noted that this was addressed in the airport communications update and noted the benefit to having the mitigation service monthly. Mr. Craw mentioned that the City council will likely be approving the monthly mitigation soon as it is needed at the airport.
  2. Noise Mitigation PDF/Weblink- This would help inform visiting and local pilots about the preferred patterns at REI.
  3. AWOS Data- The sub committee is looking into how to see data via ForeFlight or other online portals.
- ii. SBD safety update
  1. Mr.Lawson- Spoke to Amazon's chief pilot and all three (Amazon, Atx, and ATI)agencies involved. Emails were sent letting them know about the issues we are having at REI. He is working with Nelson Sanchez to help mitigate the airspace incursion.
- iii. Member- Pearce - Asked about the AWOS reporting system to warn pilots about large aircraft in the area.
  1. Member Golembeski mentioned that the current system should have the capability to pick up ACARS data and transmit a warning of heavy aircraft in the vicinity.
  2. Mr. Craw- Added that the longer warning message was removed after talking with Nelson Sanchez. The longer message was interfering with communications at the airport. This can be changed if its decided to be in the future. We can look into the ability of picking up ACARS information. He will also look into
  3. Member Cook- Asked about getting a dedicated ATIS Frequency.
    - a. Mr. Lawson- Responded that this is a lengthy and expensive process but might be doable with grants.

### b. New Airport Website:

- i. Mr.Craw- Demonstrated the new airport site. He added that the new site will be linked into the redlands city site soon. There are some parts being fine-tuned over the next few months. Any website changes should be sent to AJ.
  1. Member Golembeski asked about adding Redlands specific content to the web page.
    - a. Mr.Craw responded that some redlands content is established and more will be added soon.
  2. Member Pearce- Recommended we look at the RAA site and use it as a guide for the REI site.
  3. Member Cook- Asked that noise abatement, tiedown and parking information be more readily available on the new website.
    - a. Mr.lawson added that this information is currently in the process of being added and he is working with the web dev team to update the site.
  4. Member Pickens- mentioned we should have the "threeFold pilot Guide" as information on the site since it's redlands specific and would be helpful.
    - a. Mr.alms Made a note to work on uploading this document.
  5. ALP update-
    - a. Mr. Craw responded that they are working with Kaufman and

associates to finalize this plan and get the copy to us in the next few weeks. Updates were sent from a staff perspective and should be available next meeting.

**6. NEW BUSINESS**

- i. Current airport grant updates:
  1. Mr.Lawson - Working on picking up where the previous airport manager left off in regards to grants for the airport. He will be working on the ASIP certification.
  2. Member Pearce- Mentioned we cannot apply for grant money until the ALP is finished and it should be prioritized before all other projects. Mr.Craw responded that the ALP is the highest priority at this time.
- ii. Discussion about a round table meeting.
  1. This could be a sub-committee that would meet at the airport and connect with airport community members.
  2. Mr.Cook mentioned that there is no need for this sub committee and we should just have a member attend the RAA meeting on a monthly basis.
  3. Item removed

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

- a. Open Discussion with airport committee added to the agenda for next meeting in lue of new items(Non Voting items)
- b. Ongoing business:
  - i. Report from safety committee
  - ii. Report on council member visits to REI
  - iii. Report/ Discussion on the webpage
  - iv. Grant Updates from staff
  - v. Staff update ALP

**8. Board member comments**

- a. Member Pearce- Would like the Finance budget report to be sent to members as soon as possible, specifically the airport budget that we used to receive. Mr. Craw responded that the current version is not available to be sent but the more finalized version will be shared.
  - i. Tabitha, responded that she will talk to the finance department about getting AAB members access to the budget for review purposes.

**9. ADJOURNMENT/NEXT MEETING**

- a. Adjournment - 6:43 PM
- b. Next Meeting -11/16/2022 6:00 PM