

# CITY OF REDLANDS AIRPORT ADVISORY BOARD AGENDA

DEBORAH FORTHUN, CHAIR  
JASON GOLEMBESKI, VICE-CHAIR  
DENNIS NODINE, BOARD MEMBER  
NATHAN FREEMAN, BOARD MEMBER  
KARL GROVE, BOARD MEMBER D  
ROBERT PEARCE, BOARD MEMBER  
THOMAS COOK, BOARD MEMBER

**This will in-person meeting 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.

**THURSDAY, May 18, 2023  
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.

**Thursday, May 18, 2023  
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. April 20, 2023 (Attachment A)

## **4. COMMUNICATIONS**

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.

- A. Report from staff:
  - i. Operations and Administration
  - ii. Maintenance
  - iii. Budget Update
  - iv. Grants

## 5. OLD BUSINESS

- A. Review, Discussion, and possible action relating to the draft Airport Layout Plan (ALP) Update and Narrative Report developed by Coffman and Associates for REI (Attachment B)

## 6. NEW BUSINESS

- A. Discussion and possible action related to forming a Ad Hoc subcommittee for Community Engagement.

## 7. POSSIBLE AGENDA ITEMS FOR NEXT MEETING

- A. Election of officers for 23/24

## 8. BOARD MEMBER COMMENTS

## 9. ADJOURNMENT TO NEXT REGULAR MEETING ON June 15, 2023, 6:00 P.M

### ATTACHMENTS:

- A. April 20, 2023 board minutes
- B. Draft ALP Update and Narrative Report for Redlands Municipal Airport
  - i. <https://app.box.com/s/klkugzf0kxmexkizhwwpxk69rsh61a1r>

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# **ATTACHMENT A**

# REDLANDS AIRPORT ADVISORY BOARD MEETING MINUTES

April 20, 2023

City Council Chambers

City of Redlands

## Board Members Present

Deborah Forthun - Chair      Dennis Nodine      Thomas Cook  
Robert Pearce      Karl Grove

ABSENT: Nathan Freeman      Jason Golembeski

STAFF: AJ Lawson      Michelle Groenke

### 1. CALL TO ORDER

- a. Meeting called to order at 6:02 PM
- b. Pledge of Allegiance

### 2. PUBLIC COMMENTS

- a. None

### 3. APPROVAL OF MINUTES

- a. Robert Pearce comment: 'No-new items' need more details of what is to be covered.
- b. Approved as published, seconded, and passed unanimously.

### 4. COMMUNICATIONS

- a. Report from Staff
  - i. *Operations and Administration:* Airport supervisor AJ Lawson discussed the wildlife study. Wildlife biologists have been on site for a month. Biologists will survey local species. This study is required to receive funding for the wildlife perimeter fence.

Supervisor Lawson has been conducting hangar inspections. 85% complete. Remaining are Redlands Hangar Association and City hangars. 125 hangars complete. 98% of hangars are in regulatory compliance. Board Member Pearce commented on the city reviewing FAA registration and airworthiness certificates as part of the hangar inspection. Mr. Pearce doesn't believe the city has a right to review airworthiness certificates. Board Member Cook asked what

experimentally built aircraft do if they don't have an airworthiness aircraft yet. Supervisory Lawson said project aircraft must show progress every 90 days.

Supervisor Lawson provided a debrief on the FAA Safety Risk Management Board (SRM) meeting. The SRM board identified safety hazards and discussed mitigation to safety risks.

ii. *Maintenance*: Supervisor Lawson says a weed abatement contract has been signed. The coyote gate has been fixed.

iii. *Budget Update*:

Board Member Robert Pearce wanted clarification on the following line items...

- 4102 – Unsecured Taxes – Supervisor Lawson will review
- 5001 – Salaries – Supervisor Lawson will review
- 5401 – Pension Contributions – Supervisor Lawson will review
- 6802 – Airport Ops Info Tech – Supervisor Lawson will review
- 6710 – Special CO – Supervisor Lawson clarified
- 7204 – Building/GM – Supervisor Lawson will review
- 9001 – Principal – Supervisor Lawson will review
- 7901 – Non-Capital – Supervisor Lawson will review
- 6710 – Special Contractual Se – Supervisor Lawson will review

Where is the line item on legal services? Will legal services come out of the city general fund or the airport budget? Older budgets used to list legal services.

Board Member Cook wanted clarification on the following line items...

- 5203 – Bonuses – Supervisor Lawson will review

RAA President Ted Gablin wanted clarification on the following line item...

- 6106 – Airport Ops Other Prof – Supervisor Lawson will review

Chairperson Forthun wanted clarification on the following line item...

- 6710 – Special Contractual Se – Supervisor Lawson clarified

iv. *Grants*:

1. Wildlife Study underway
2. Finalizing grant packet for the runway re-slurry and west apron re-slurry. July 15 to August 15. The runway will be closed for a week. Plans are being made to voluntarily move aircraft to SBD during the runway closure. The taxiways and fuel areas will still be open. Board Member Cook asked if helicopters will be able to land on the taxiway during the closure. Supervisor Lawson said he will check in with Caltrans.
3. Excess funds from Banning Airport total \$60,000. To be used to move wash-rack project up by one year.

**5. OLD BUSINESS**

- a. Airport Layout Plan: Board Member Pearce moves to table this agenda item to the next meeting. Seconded and passed unanimously. RAA President Ted Gablin provided comment on the ALP report.
- b. Ultralights and paragliders: RAA President Ted Gablin made public comment. No further discussion needed. Tabled indefinitely.

**6. NEW BUSINESS**

- a. Brown Act Meeting: Shall be pushed to May 18<sup>th</sup> at 5:15pm as a special meeting to occur before the regular meeting. A special meeting for the training was motioned, seconded, and approved unanimously.
- b. Aerobatic contest was motioned, seconded, and approved unanimously.

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

- a. Chairperson Forthun: Discussion and possible action vote for next chairperson at the June meeting. Discussion and possible action on ALP.
- b. Member Cook: discussion and possible action regarding the formation of a Subcommittee for Community Engagement.

**8. BOARD MEMBER COMMENTS**

- a. Board Member Cook: Beehive by the Blue Raven hangar.

**9. ADJOURNMENT TO NEXT REGULAR MEETING**

- a. Meeting was adjourned at 7:21 pm