

CITY OF REDLANDS AIRPORT ADVISORY BOARD

November 6, 2019 Minutes

The following information comprises the agenda of a regular meeting of the Airport Advisory Board to be held at **6:00 p.m.** on **November 6, 2019**, in the City Council Chambers in the Civic Center, 35 Cajon Street, Suite 2.

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

Chairman Pearce called the meeting to order at 6:06 PM. James Pickens and Mark Jarrell Board Members are absent. Renea Wickman arrived at 6:18 PM. City Staff Tricia Swope and Larry Alms are in attendance.

2. **PUBLIC COMMENTS**

Jim Eshelman, owner of Blue Raven Aviation Flight School, informed the Board that he will be taking over the Red Aero business from Casper Terry as of January 2, 2020. Casper will stay on as the IA for at least three years. Jim has been making some cosmetic changes and making some investments in the building. Jim said his sales pitch is "just watch what we do. They will have a new paint job on the front of the building and remodel the office so they can have some flight training inside. The only question from the audience was, "will there still be ice cream in the fridge". Jim laughed and said the short answer was yes.

3. **APPROVAL OF MINUTES**

- A. Minutes of October 2, 2019, meeting were approved by Board Member Forthun, seconded by Board Member Craw, and carried.

4. **COMMUNICATIONS**

A. Report from Staff

i. Updates on facilities maintenance:

Ms. Swope reported that a work order has been created to repair the lights noted during last month's AAB meeting with replacement parts on order. Painting on the West Vehicle easement and tie down area will start after the pavement sealing is completed. This is estimated to be completed by the next Board meeting. Chairman Pearce recommended that glass reflective beads be added to the paint to aid in night visibility. Weeding will be completed before the stuff a plane event on November 16th. Vincent Anderson from the Redlands Fire Department responded in a memo to Staff's request regarding the wheeled extinguisher located near the fueling stations. The letter he states that the units operate on the same principle as a small hand held extinguisher so there is no special training required, however, the Redlands Fire Department is available to coordinate fire extinguisher training for airport stakeholders.. Mr. Anderson's letter was distributed in the meeting. Chairman Pearce further questioned if additional extinguishers are needed at the ends of the hangers in case of localized fire. Chairman Pearce stated he would investigate if these are required and what type is recommended.

ii. Updates on general operations:

Ms Swope reported that the City has selected the new Airport Supervisor, Carl Shaffer, and he will start with the City on November 18th. Ms. Swope stated that Mr Shaffer brings over 20 years of related experience with him. Parking restriction signage is under review by the PD and will be ordered upon their approval. These signs will be posted at the entrances and other locations. The signs will enable the PD to tow violators. Draft FAA project applications are ready for the new Airport Supervisor to review and make the final submissions. In response to a request from the Board to have Hangar 24 representatives at the meeting, staff informed the Board that a Hangar 24 representative was not available, however, they are willing to take suggestions from the board in regard to specific items or projects the board would like to see donated toward.. Chairman Pearce stated that the

board has requested additional funding for a secondary sign at the west end of Sessums Drive. Ms. Swope will relay the request to Hangar 24.

Member Forthun thanked the staff for installing the lobby music shut-off switch.

As public comment Ted Gablin stated that the lobby monitors and computers are not yet working. He also noted that the air traffic monitoring speakers were still not activated. Staff responded that the issues would be addressed with the arrival of the new Airport Supervisor.

5. OLD BUSINESS

A. Discussion and Possible Action regarding the Five Year Airport Capital Improvement Plan

i. Subcommittee Report:

Deborah Forthun reported that the existing 5-year plan is now converted to a Word file and she will be reformatting it into a useable document. Ms. Swope indicated that the new Supervisor will review the Boards recommendations and use the information for an update of the plan and any future requests for grant funding.

B. Redlands Airport Association update for Toys for Tots:

Cindy Gablin reported that the Toys for Tots event is listed in multiple printed, social media and radio sites. There is an ongoing issue with the Chick-fil-A involvement and the cost and availability of temporary business license. Staff will take care of getting the gates open and other event logistics. Staff will follow up with the Revenue Division on the temporary permit process with the intent to prevent future problems for these charity events.

C. Update on the review of SBD GPS approaches for UPS:

Staff reports that there has been no activity since the last meeting but they did receive and they provided a memo from Hughes Aerospace, the corporation retained by UPS to develop and maintain the instrument flight procedures at KSBD. The memo details approach parameters to the airport. Chairman Pearce reported that March Air Base was unaware that UPS was in the process of changing the flight paths.

D. Discussion and possible action regarding update to Redlands Municipal Code Chapter 12.56:

Chairman Pearce thanked the committee members for their outstanding effort and job of updating the RMC Chapter 12.56. Ted Gablin explained how the code was updated and their use of other municipalities' codes to make sure we complied with local norms. Mr. Gablin noted that there is a section on paragliders and that none of the other airports has a paraglider problem. He also stated that they added two new paragraphs one pertaining to hanger usage and the other about hazardous spills. The board agreed that the Redlands Police Department should be advised of the proposed changes and the final version adopted by City Council. In a motion by Board Member Wickman, seconded by Board Member Sullivan, and carried, the Board accepted the revisions and passed the document on to staff for further review by staff and the City Attorney..

6. NEW BUSINESS

A. None.

7. POSSIBLE AGENDA ITEMS FOR NEXT MEETING

- i. Any applicable ordinance changes to chapter 12.56
- ii. Updates on security cameras
- iii. Updates on GPS approaches

8. BOARD MEMBER COMMENTS

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The Board concurred that due to the Holiday, the January 1, 2020 meeting will be delayed until the 8th pending the availability of the Council Chambers. The City will be closed from December 23rd until January 3rd. In response to questions from the Board, staff confirmed the new Airport Supervisor will attend the next Board meeting.

Board Member Renea Wickman commented on how much she learned for being on the RMC Chapter 12.56 ad hoc committee and how she greatly enjoyed her flight. She is now planning to take flight instruction.

9. ADJOURNMENT AT 7:05 PM TO NEXT REGULAR MEETING ON DECEMBER 4, 2019.