

# CITY OF REDLANDS AIRPORT ADVISORY BOARD AGENDA

JASON GOLEMBESKI, CHAIR

THOMAS COOK, VICE-CHAIR  
ROBERT PEARCE, BOARD MEMBER  
VAL DOTCHKOV, BOARD MEMBER

DENNIS NODINE, BOARD MEMBER  
AMBER HARRISON, 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, APRIL 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. None available at this time

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. Introduction of new board members
  - i. Amber Harrison
  - ii. Val Dotchkov
- B. Report(s) from staff:
  - i. Operations and Administration
    - 1. Initiation of the RNAV Visual 24 approach into KSBD (Attachment A)
    - 2. Redlands High School new aviation STEM program
  - ii. Maintenance
    - 1. Maintenance Walk-through for budget planning
    - 2. Installation of ADSB tracking system (1200 Aero)
  - iii. Land Use Development / ALU
    - 1. No submittals were received during this period.
  - iv. Grants
    - 1. FAA Funding Changes
  - v. Airport Financials (Attachment B)

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

- A. Communication from staff on the proposed airspace change to Redlands Municipal Airport (Attachment C)
- B. Discussion and possible action related to date and time for meeting at the airport lobby.

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

- A. Discussion and possible action related to updates to the City of Redlands Municipal Code section(s) relating to the operations, functions, and reach of the Airport Advisory Board.
- B. Discussion and possible action related to the Emergency Preparedness of airport.
- C. Update on City Council annual report.

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

**8. BOARD MEMBER COMMENTS**

**9. ADJOURNMENT TO NEXT REGULAR MEETING ON MAY 16, 2024 AT 6pm.**

**ATTACHMENTS:**

- A. Visual RNAV 26 Approach Plate
- B. Airport Financials YTD February 29, 2024
- C. Staff report regarding proposed airspace change

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# **ATTACHMENT A**

SAN BERNARDINO, CALIFORNIA

# RNAV VISUAL RWY 24

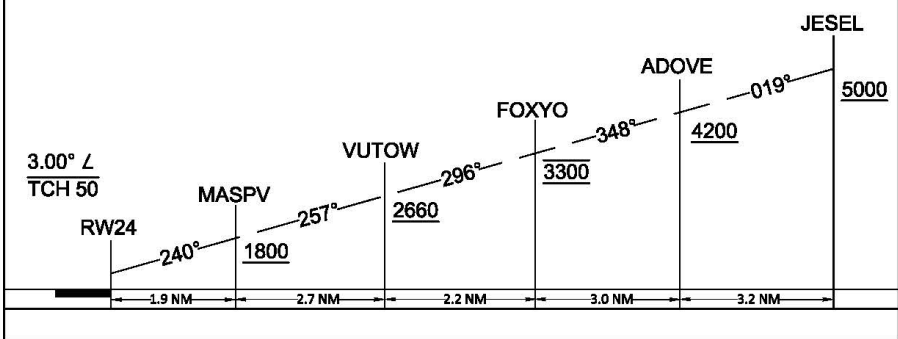
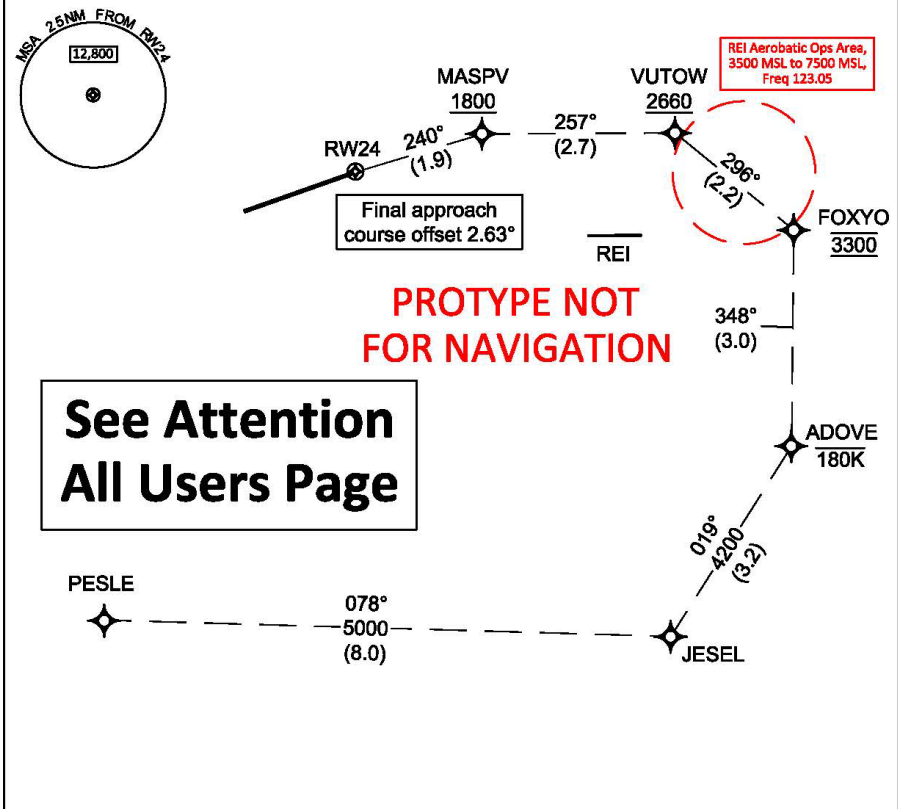
SAN BERNARDINO INTL (SBD)

APP CRS	Rwy Idg	10000
240°	TDZE	1159
	Apt Elev	1159

RNAV-1 - GPS Radar Required

Weather Minimums: Ceiling 5000 Visibility 7 SM

ATIS	SOCAL APP CON	SAN BERNARDINO TOWER	GND CON	UNICOM	REDLANDS CTAF/AUNICOM
124.175	127.0 318.2	119.45 (CTAF)	121.8	122.975	123.05



SAN BERNARDINO, CALIFORNIA

34°06'N-117°14'W

SAN BERNARDINO INTL (SBD)

# RNAV VISUAL RWY 24

# **ATTACHMENT B**

**BALANCE SHEET FOR 2024 8**

FUND: 564 Redlands Municipal Airport			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
564	1000	Claim on Cash	9,573.41	353,773.15
564	1201	Accounts Receivable - General	679.00	17,985.00
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
<b>TOTAL ASSETS</b>			<b>10,252.41</b>	<b>4,845,737.55</b>
<b>LIABILITIES</b>				
564	2001	Accounts Payable	6,520.57	-1,420.95
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	141.00	-2,927.00
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
<b>TOTAL LIABILITIES</b>			<b>6,661.57</b>	<b>-2,057,018.41</b>
<b>FUND BALANCE</b>				
564	3401	Unrestricted Fund Balance	.00	-2,698,671.63
564	3901	Budgetary FB - Unreserved	.00	36,930.29
564	3902	Budgetary FB - Res for Encum	-6,620.16	-117,417.37
564	3903	Redlands Municipal Airport	.00	-648,193.40
564	3904	Redlands Municipal Airport	6,620.16	117,417.37
564	3905	Estimated Revenues Control	.00	611,263.11
564	3906	Expenditures Control	27,726.08	297,266.12
564	3907	Revenue Control	-44,640.06	-387,313.63
<b>TOTAL FUND BALANCE</b>			<b>-16,913.98</b>	<b>-2,788,719.14</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>-10,252.41</b>	<b>-4,845,737.55</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

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 4102 AirportOps Unsec Tax	-80,000	-80,000	-102,191.30	-1,432.85	.00	22,191.30	127.7%
564900 4415 AirportOps Cost Recov	0	0	-4,550.00	.00	.00	4,550.00	100.0%
564900 4707 AirportOps Tie-Down F	-12,485	-12,485	-5,597.50	-1,034.00	.00	-6,887.30	44.8%
564900 4708 AirportOps Gate Acces	-12,334	-12,334	-3,160.00	-335.00	.00	-9,173.75	25.6%
564900 4709 AirportOps Fuel Flowa	-3,700	-3,700	-1,250.18	.00	.00	-2,449.82	33.8%
564900 4710 AirportOps Ground Lea	-126,788	-126,788	-102,427.52	.00	.00	-24,359.98	80.8%
564900 4808 Investment Income	0	0	-17,546.82	.00	.00	17,546.82	100.0%
564900 4809 AirportOps Finance Ch	0	0	77.90	.00	.00	-77.90	100.0%
564900 4813 AirportOps Rental Inc	-234,090	-234,090	-123,486.00	-14,856.00	.00	-110,604.00	52.8%
564900 4819 AirportOps Donations	0	0	-200.00	.00	.00	200.00	100.0%
TOTAL Redlands Airport - Operatio	-469,396	-469,396	-360,331.42	-17,657.85	.00	-109,064.63	76.8%
<b>564910 Red. Airport - Projects/Grants</b>							
564910 4401 AirportOps State Gran	0	-5,872	.00	.00	.00	-5,872.00	.0%
564910 4407 Federal Grants	0	-135,995	-26,982.21	-26,982.21	.00	-109,012.85	19.8%
TOTAL Red. Airport - Projects/Gra	0	-141,867	-26,982.21	-26,982.21	.00	-114,884.85	19.0%
TOTAL Redlands Municipal Airport	-469,396	-611,263	-387,313.63	-44,640.06	.00	-223,949.48	63.4%
TOTAL REVENUES	-469,396	-611,263	-387,313.63	-44,640.06	.00	-223,949.48	



YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

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	72,242.88	8,926.39	.00	43,032.12	62.7%
564900 5101 Overtime Salaries	0	0	35.82	11.18	.00	-35.82	100.0%
564900 5202 Holiday Pay	0	0	76.42	15.10	.00	-76.42	100.0%
564900 5204 Accrual Payout	0	0	1,416.96	.00	.00	-1,416.96	100.0%
564900 5301 Banked Leave Buy Back	2,098	2,098	1,455.82	.00	.00	642.18	69.4%
564900 5401 Pension Contributions	31,963	33,837	21,298.06	2,634.26	.00	12,538.94	62.9%
564900 5501 Social Security/Medica	8,354	8,354	5,756.16	713.14	.00	2,597.84	68.9%
564900 5601 Deferred Compensation	1,352	1,352	2,116.32	.00	.00	-764.32	156.5%
564900 5701 Health/Dental Insuranc	4,606	7,275	5,488.56	844.35	.00	1,786.44	75.4%
564900 5702 workers' Comp Insuranc	2,991	2,991	1,994.00	249.25	.00	997.00	66.7%
564900 5703 Disability Insurance	71	71	25.54	4.83	.00	45.46	36.0%
564900 5704 Unemployment Insurance	545	545	605.35	8.61	.00	-60.35	111.1%
564900 5705 Life Insurance	79	79	48.49	6.88	.00	30.51	61.4%
564900 5801 Vehicle Allowance	0	0	291.00	30.00	.00	-291.00	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	236.46	10.50	.00	6,329.54	3.6%
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	700.00	35,244.90	2.2%
564900 6301 AirportOps WaterWWD	6,064	6,064	4,995.40	1,246.66	.00	1,068.35	82.4%
564900 6304 AirportOps Telephone	5,513	5,513	4,390.25	628.65	.00	1,122.25	79.6%
564900 6307 AirportOps Electricit	17,640	17,640	21,164.03	2,720.44	.00	-3,524.03	120.0%
564900 6403 AirportOps Training	551	551	220.00	.00	.00	331.25	39.9%
564900 6505 AirportOps Retiree He	0	0	12.00	.00	.00	-12.00	100.0%
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	13,760.03	605.65	7,068.44	-15,866.47	419.8%
564900 6802 AirportOps Info Tech	37,749	37,749	8,499.36	1,062.42	.00	29,249.64	22.5%
564900 6803 AirportOps City Garag	1,578	1,578	1,052.00	131.50	.00	526.00	66.7%
564900 6804 AirportOps General Go	76,547	76,547	51,031.36	6,378.92	.00	25,515.64	66.7%
564900 6901 AirportOps Printing a	551	551	.00	.00	.00	551.25	.0%
564900 6902 AirportOps Advertisin	1,323	1,323	3,505.00	505.00	.00	-2,182.00	264.9%
564900 6903 AirportOps Janitorial	11,025	19,673	6,687.40	815.30	1,960.60	11,025.00	44.0%
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	194	6,293.25	.00	.00	-6,098.85	3237.3%
564900 6911 AirportOps Bad Debt E	0	0	1,066.30	.00	.00	-1,066.30	100.0%
564900 6912 AirportOps Reimbursed	0	8,701	2,395.35	.00	.00	6,305.23	27.5%
564900 7002 AirportOps Office Sup	1,323	1,323	127.23	.00	.00	1,195.77	9.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
564 Redlands Municipal Airport							
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%
564900 7204 AirportOps Building/G	38,036	68,323	22,519.46	.00	11,760.01	34,043.45	50.2%
564900 7206 Vehicle Maintenance	0	0	.00	.00	537.00	-537.00	100.0%
564900 7208 AirportOps Repair/Mai	6,615	7,223	10,850.03	177.05	3,266.41	-6,893.41	195.4%
564900 7210 AirportOps Building S	6,615	6,615	112.23	.00	887.77	5,615.00	15.1%
564900 7807 AirportOps Food	0	0	193.63	.00	.00	-193.63	100.0%
564900 8801 Capital Lease	0	0	.00	.00	7,372.68	-7,372.68	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	552,666	272,188.00	27,726.08	33,552.91	246,925.27	55.3%
<b>564910 Red. Airport - Projects/Grants</b>							
564910 6710 Special Contractual Se	0	93,356	27,473.47	.00	83,864.46	-17,982.13	119.3%
564910 6912 Reimbursed Expenditure	0	-8,701	-2,395.35	.00	.00	-6,305.23	27.5%
564910 7204 AirportOps Building/G	0	5,872	.00	.00	.00	5,872.00	.0%
564910 7901 AirportOps Non-Capita	0	5,000	.00	.00	.00	5,000.00	.0%
TOTAL Red. Airport - Projects/Gra	0	95,527	25,078.12	.00	83,864.46	-13,415.36	114.0%
TOTAL Redlands Municipal Airport	482,574	648,193	297,266.12	27,726.08	117,417.37	233,509.91	64.0%
TOTAL EXPENSES	482,574	648,193	297,266.12	27,726.08	117,417.37	233,509.91	

# **ATTACHMENT C**

**Airport Advisory Board Meeting**

**AGENDA ITEM NO. 6.A.**

**DATE:** 04/18/2024  
**TO:** Airport Advisory Board Members

**SUBJECT:**

**The Redlands Municipal Airport (KREI) will undergo a safety risk management (SRM) panel for the proposed airspace change to Class Delta and Class Echo.**

**DISCUSSION:**

On May 7-9 , 2024, the Federal Aviation Administration (FAA) will hold a Safety Risk Management Panel for the proposed airspace change to San Bernardino International Airport (KSBD) and Redlands Municipal Airport (KREI). The proposal of this airspace change would make KREI airspace Echo to the surface with a Delta shelf over it. The reason for this proposed airspace change is due to two factors, the increase of jet type aircraft operating in and out of KSBD and the implementation of the Visual RNAV 24 into KSBD.

**SUBMITTED BY:**

Adarian "AJ" Lawson, Airport Supervisor

**Attachments:**

- A. Sectional chart showing proposed airspace change.

Attachment A

