

**Minutes of the Special Meeting of the City of Redlands Airport Advisory Board
July 1st, 2015 at 5:00 PM
City Council Chambers, Redlands, California 92373**

There was no Teleconference for this meeting.

MEMBERS PRESENT:

Ingrid Biglow Chair

Ron Klinkebiel

Dr. James Caley

John Oros

Kevin Hockenson

Members Absent:

Miles Miller

John Loy

REDLANDS CITY STAFF:

Christopher Boatman, Quality of Life

Jocelynn Santa Cruz, Quality of Life

Guests:

John James, City Council Member

Cindy Gablin

Ted Gablin

James Hoyt

Robert Pearce

George Lessard

Dennis Brown

Len Ingarlla

Sue Cook

Paul Cook

Mark Stanson

Jeff Frazier

Ensen Moison

Doug Williams

Wendy Williams

Sandra Emerson

I. CALL TO ORDER, ATTENDANCE, PLEDGE OF ALLEGIANCE

The meeting was called to order at 5:05 PM by Chair Ingrid Biglow and was followed by Pledge of Allegiance. Basic Provisions for the meeting were read (Government Code # 54953(b)(3)).

II. PUBLIC COMMENTS

Mr. Brown Provided comment that FOD (Foreign Object Debris) continues to be a problem on the runway. He stated that this can cause significant damage to any and all aircraft. He is requesting that there be a solution put in place to help minimize the FOD. He is requesting an action item for monthly sweeping of the airport.

III. Approval of Minutes:

April 2nd

Mr. Klinkebiel Aye

Mrs. Biglow Aye

Dr. Caley Aye

Mr. Oros Aye

IV. New Business:

a. Hanger 24 Airshow Debrief:

- Sargent Wright stated the Airshow was overall a success and there was very little issues the Police had to deal with. There were two arrests as well as one individual who required minimal medical attention.
- Traffic was stated as a concern, especially on entry. The solution would be to have four entrances for future events.
- The 3pm FAA deadline for the airshow was met, but there was a formal request for it to be moved to 2:30pm for future events.
- A suggestion was made that bicycles be provided a separate entrance next year to save time.
- The attendance was around 15,000 people
- Ingrid Biglow – thanked Doug Williams and Wendy Williams, as well as the EAA for a successful Kids Zone.
- Ingrid Biglow commented on the successful distribution of surveys that are being collected by the Quality of Life Dept.
- The event Sub Committee was a success, and helpful as mentioned by Chris Boatman.
- Chris Boatman mentioned an email that was sent to Mayor Foster- There was a concern with traffic and parking.
- Sue Cook presented that the event was a success and was financially profitable.
- Sue publically thanked the Board and the Quality of life department, Redlands Police and Fire Dept.
- She stated that Hanger 24 will be able to provide donations to the volunteer groups, and there were about 400 volunteers.
- Sue Cook stated she looks forward to another year with the event, potentially in May 2016.
- There is potentially room for growth in the event.
- Sgt Wright Commented on the success again.

- Comment by Steve Weller Redlands resident, Indicated that Airport community provided the facility for use of the event, as well as \$23,000 by the city of Redlands in fee waivers. He is requesting to revisit donations from the event because of this participation.

b. Fire Support Vehicles presentation by Chief Frazier:

- Historically there was a pickup truck that acted as a fire suppressant vehicle, which was cut from the fire department fleet due to economic downturn.
- There is concern with the City in regards to Liability that go along with providing the ability to perform more than layperson firefighting capabilities.
- The fire department is looking at a trailer mounted unit could be deployed with 300 pounds of agent, while waiting for the fire department in a fire event.
- The fire department will be working with Quality of Life Dept. to provide options.
- The Fire Dept. is committed to provide training as well.
- Chief Frazier commented how the Air Show was a success.
- Comment by Board Member Mr. Klinkebiel, mentioned that the truck had many benefit as far as mobility and rapid response. What is the Plan for Rapid response?
- Chief Frazier responded that there is a significant amount of liability in having a fire truck, but they are committed to providing a greater fire extinguishing capability then the truck.
- Chris Boatman mentioned that the Quality of Life Dept. will give the Airport board approval of any future purchase.
- The Call to 911 is very important as well before anyone begins to put out a fire.
- Comment by Steve Weller – Thankful to be having the discussion around fire support. Questions are; What is ISO ratings for Redlands? Response time of fire department? And qualifications of Firefighters in aircraft fires?
- Chief Frazier – Redlands is an ISO 3. Response times for that area are 10 minutes. Redlands needs more fire stations. Chief Frazier has had significant experience in his career. Admits his teams need further training, and he would like to see improvements.
- Redlands fire has a gate agreement with the county fire department.
- Mrs. Cook commented that Hanger 24 would like to donate \$2500.00 for help with fire equipment at the airport.
- Comment by Ted Gablin raised that there would be support at the airport to have volunteers to receive training. San Bernardino has a facility for training available. Spill kits are also in need for fuel spills.
- Comment by Dennis Brown mentioned the truck was more than just a fire truck; it was able to move a disabled airplane on the runway. It can take up to 20 minutes to move an airplane without a truck. He would like to push to keep the truck available.

V. Adjournment to Next Regular Meeting Wednesday August 5, 2015

Date for next Meeting: Regular Meeting is scheduled for Wednesday August 5th at 5pm.

Meeting was adjourned 5:55 PM

**Minutes of the Special Meeting of the City of Redlands Airport Advisory Board
July 15th, 2015 at 5:00 PM.
City Council Chambers, Redlands, California 92374**

MEMBERS PRESENT:

Ingrid Biglow, Chair

John Loy

Ron Klinkebiel

Kevin Hockenson

Miles Miller

Dr James Caley

Members Excused:

John Oros

REDLANDS CITY STAFF:

Robert Dalquest Dev. Services Department

Erik Reeves, Quality of Life

GUESTS:

John James, City Council Member

Larry A. Rice

Joel Rothschild

John Wm Ingraham

Steve Willer, Vice President, Redlands Airport Association

Denny Brown, Safety Officer, Redlands Airport Association

Jim Ott, Redlands Aviation

Mark Keidel, FAA Medical

Sandra Emmerson, Redlands Facts

Bob Pearce, Former AAB member

Dennis Bell

I. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

The meeting was called to order at 5:03 PM by Chair, followed by the Pledge of Allegiance.

II. PUBLIC COMMENTS:

There were no comments from the audience at this portion of the meeting.

III. Approval of Minutes - Approval of Minutes for July 1, 2015; minutes were not available

IV. New Business

- a. Land Use Areas around Airport/Open Space Restrictions

Chair opened the meeting to substantiate the Advisory Board's position of advisement to the City Council, regarding requested materials from **Mr. Pat Mayer's** presentation* at AAB meeting December 3rd 2014, additional requests from Planning Department May 6th 2015. Additionally there were concerns regarding liability issues to City Council members, airport commission de facto, to be heard from aviation consultants from audience members **Jw. Ingraham** and **S. Willer**, regarding Open Space and Noise factors to the surrounding airport areas, with requests of Board members' commentaries. **Mr. Loy** made remarks concerning dirt strip south of airport, **Mr. Klinkebiel** referenced Airport Master Plan directives with current zoning of open space and light industrial. Additionally he spoke on Area Sports Park not completed, located south on Sessum at the time Master Plan was in a final (costly) print.

CFI instructor **Mr. L. Rice** spoke in length to "the 'risks' of student pilots 'off airport landings' and the conflicts with residential developments, which is liable when there is documented airport Master Plan. He prefaced that USA has the best safety record in the world for aviation because of our FAA rules and regulations, Safety zones, Airport Master Plan, Airport Land use Compatibility Plan and Pilot training.

The Diversified Residential Development* in question, is encroaching on open space at the Redlands Municipal airport. This open space is dedicated for both helicopters and fixed wing aircraft for emergencies. Helicopter traffic pattern is 500 ft above ground level at REI and fixed wing traffic is 1000 ft above ground level, then, considering the 1000's of licensed pilots in SO CALIF that visit the airport."

Chair alerted AAB and the audience to the facts of the Board's recommendations to the City Council today was in regard to the airport safety and liability concerns, but also "in due respect to Counselor D. Mc Cue working on forthcoming requested materials for City Council, regarding Diversified Residential Development, zoning, noise factors."

The AAB members' discussion today focused on hearing various critical information from audience members knowledgeable input as well as from **Mr. R. Dalquest** from Planning Department. (City's audio feed was unavailable.)

Finally after all heard discussions **Chair** proposed a motion:

"I move to recommend that Redlands Airport is maintained and permanently zoned for OPEN SPACE with intact boundaries, free from any buildings, trees or structures."

Chair read the motion, then **Mr. Loy** second, AAB members voted for the motion unanimously 6/0.

V. Possible Agenda Items for Next Meeting

- **Continued update on Hangar 24 Charities Enterprise fund**
- **Fire equipment training scheduling**

- **October Airport RAA Open House Update**
- **Status of airport maintenance**
- **Updates on development projects within the airport influence area**
- **Stockpile update**
- **Reservoir update, EIR/Water Fowl letter update**
- **AIP funding and projects update**
- **Clear Zone clarifications QOL regarding Airport Compatibility
Redlands Municipal Code 18.132.020**
- **Other-as necessary**

VI. Adjournment to Next Regular Meeting Wednesday, August 5, 2015
(Deadline for agenda items is Wednesday, July 22, 2015)

Chair thanked everyone in attendance.

Meeting adjourned 6:10 PM

Next regular AAB meeting is scheduled Wednesday August 5th 2015

Minutes submitted by:

Ingrid M. Biglow

Airport Advisory Board Member

Minutes of the Regular Meeting of the City of Redlands Airport Advisory Board
August 5th 2015 at 5:00 PM
Community Center, 111 West Lugonia Ave, Redlands, California

MEMBERS PRESENT:

Ingrid Biglow, Chair
Ron Klinkebiel
Miles Miller
John Oros

Members Excused:

Dr. James Caley
John Loy
Kevin Hockenson

REDLANDS CITY STAFF:

Chris Boatman, Assistant Director, Quality of Life
Kelsey Gormley, Quality of Life
Will Hamilton, Quality of Life

GUESTS:

Bob Pearce, Former Advisory Board Member
Ted Gablin, President of Redlands Airport Association
Cindy Gablin, Secretary of Redlands Airport Association
James Hoyt, Media Contact of Redlands Airport Association
Mr. Dennis Bell
Isaac Tate
Carol James
John E. James, City Council Member, Liaison
Ed Barry
Beth Calvert, Country Inn, Presenter
Pamela Vengarick, Good Nite Inn, Presenter

I. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

The meeting was called to order at 5:00 PM by Chair, followed by the Pledge of Allegiance.

II. PUBLIC COMMENTS:

There was one comment from the audience; Mr. James Hoyt made a request that Fire Hydrant on Sessum, (close to Hangar 24) to have **red painted on curb side**.

III. APPROVAL OF MINUTES:

Minutes of July 1st meeting were approved on a motion by Mr. Klinkebiel, seconded by Mr. Oros, voted to accept unanimously 4/0.

Minutes of July 15th meeting were approved on a motion by Mr. Klinkebiel, seconded by Mr. Miles, Mr. Oros abstained, votes to accept were 3/0.

IV. Status Reports

- a. Financial update presented by Finance Department staff – Ms. Gormley Quality of Life stated no report was available at this time. **Mr. Miles** requested hard copies for next reporting of financials.
- b. Bi-Monthly Airport Activity Overview **Mr. Hamilton** Quality of Life, since of his new tenure Mr. Hamilton plans to prepare required reports for future meetings. Board request, order of protocol regarding prevention of runway incursion during sweeping. **Chair** inquired if Mr. Eric Reeves and Mr. Dale McCue were still point people for airport maintenance; East end wind sock had light inoperable status as of this date; **Chair** had correspondence with Mr. Rick Cross (Airport Coordinator) requesting Light issue to be corrected. The Board also brought to the table a request that a squawk sheet be available on City web site, under heading “Airport Repair and Maintenance,” to prevent small issues to become critical. (Mr. Chris Boatman had arrived at this point.)
- c. Airport Improvement Funding Update; Mr. Hamilton is working through the categories of exemption and the environmental areas, to complete for FAA of funding, with the Lighting/Signage (he spoke jointly with two items, b. and g. below under new business. After those layers are completed City will seek bids for the jobs at hand. Being that the deadline is approaching for grant monies, the Board requests timely completion of the FAA’s requirements as well as available Caltrans grant monies. **Ms. Gormley** reported that a comprehensive airport assessment will take place in a near future, which will encompass in depth funding requirements. (**Chair** remarked that the meeting was being recorded.)

V. New Business

- a. **Presentation by Redlands Chamber of Commerce** promoting hotels within the airport’s influence. Ms. Vengarick and Ms. Calvert gave a power-point presentation with accompanying hardcopy handouts to mirror power-point feature, hoping to build a partnership with the airport and Chamber of Commerce. In addition to feature City’s various activities, activities such as the Redlands Bowl, Air-Fest, and many beautiful sceneries Redlands offers. Ms. Vengarick and Ms. Calvert are hoping to cross reference activities via a brochure in the Airport Lobby, direct visitors to the City’s web site, thereby link and build a bridge for hotel guests to stay in the City and experience fine dining and activities City offers in conjunction with free shuttle service to and from venues. Captain Oros suggested tying in link to AIRNAV.com jointly to the Chamber and the City.

b. Temporary Flight Restriction for San Bernadino Air show in October **16, 17**, these times and dates will have minimal impact on Redlands Airport daily operations, however pilots shall be aware of NOTAM as always and postings of TFR's time frames on these two dates.

c. Stockpile status update

Mr. Boatman reported The issue is in the Code Enforcement hands and times, proportions, of removal, "be aware this is early on in the process of dirt removal."

d. Plane wash rack construction possibilities **Mr. Boatman** reported that our grant monies are not covering and cannot be made to fund a wash rack, therefore we will still proceed creatively to find another source of funding.

e. Airport Facilities Maintenance updates, Ms. Gormley again mentioned about runway sweep; a suggestion for a squawk sheet, a link to City web site, for the airport community to report airport item/issues before becoming critical.

f. Airport Capital improvement plan * see below under asterisk

g. Lighting/signage update

h. Signage/permits/licensing on new construction update;

i. Research Environmental Impact Report re: "Citrus Reservoir," Board members inquired if there is Water Fowl Mitigation plans in place; to which Mr. Boatman and Chair exchanged ideas and a request to have a representative be invited to the Advisory Board Meeting and speak on conditions as they stand, in addition for a group tour of the Citrus Reservoir to augment the understanding of this huge Reservoir project. **Chair** requested a letter be sent by City, Quality of Life indicating this desire." **Mr. Pearce** spoke on City requesting AIP funds, requesting a REVIEW on the environmental impact report to make changes, because those funds are available and another asset to correct the deficiencies that are grossly overlooked. The Airport is under duress with potential water fowl, 1400 feet from runway.

j. Updated Fire Equipment purchase and training schedule by Quality of Life Dept. Mr. Hamilton gave a brief update that the coordination are taking place with Fire Chief Frazier to initiate fire equipment training, to which Chair requested this to occur on airport property.

***Mr. Boatman** at the next Regular meeting stated that we will be looking for comments from the Airport Advisory Board members, regarding their individual preferences, to give timely order of priority of activities of **grant funding**. **Chair** encouraged Board Members to study the Airport Master Plan, as well as visit the Airport property, in addition assess the surrounding properties to be familiar e.g. with Citrus Reservoir, in order to make intelligent recommendations to the City Council. At the next meeting members of the Board will prioritize funding to tasks.

VI. Old Business

- a. Discussion and possible action of airport activity regarding Toys for Tots, a presentation by **Cindy Gablin** (RAA), accompanied handouts to Mr. Boatman and AAB Members. Ms. Gablin explained that Toys for Tots is going to be an Open House, with static display of planes, cars and Motorcycles, Aviations swap meet and where people can donate Toys for under privileged children for Christmas. **Chair** read background excerpt from Mr. Joel Rothschild, mailed to her, "Toys for Tots campaign is one of the noblest enduring events in the U.S., founded in 1947 and run by United States Marine Corps Reserve. Not only does the event help underprivileged children, it also helps the local economy by spurring spending for a charitable cause." To this venue, **Mr. Boatman** will respond as to City's position if any required limits, regulations or licensing is necessary. He also stated for the AAB to make any recommendations to this activity at the Redlands airport, this item has to be agendized.

VII. Possible Agenda Items for Next Meeting:

- **Toys For Tots and AAB's recommendations**
- **Redlands Chamber of Commerce and AAB's recommendations**
- **Status of airport maintenance**
- **Updates on development projects within the airport influence area**
- **Stockpile update**
- **Reservoir update, EIR/Water Fowl; letter update**
- **AIP funding and projects update**
- **Financial update; requested handouts**
- **Redlands Municipal Code 18.132.020 (pending)**
- **Other-as necessary**

Meeting adjourned 6:20 PM

Next regular AAB meeting is scheduled Wednesday October 7th 2015

Minutes submitted by:

Ingrid M. Biglow

Airport Advisory Board Member

- Attachment

**Minutes of the Redlands Airport Advisory Board Meeting held at 5:00 PM
September 2, 2015**

There was no Teleconference for this meeting.

Members Present: Ingrid Biglow Chair
Ron Klinkebiel
Dr. James Caley
Kevin Hockenson

Members Absent: Miles Miller
John Loy
John Oros

Staff: Kelsey Gormley
Will Hamilton

Guests:

John James, City Council Member	Cindy Gablin
Ted Gablin	James Hoyt
David Guthmiller	Carol James

I. CALL TO ORDER, ATTENDANCE, PLEDGE OF ALLEGIANCE

The meeting was called to order at 5:08 PM by Chair Ingrid Biglow and was followed by Pledge of Allegiance. Basic Provisions for the meeting were read (Government Code # 54953(b)(3)).

II. PUBLIC COMMENTS

- Mr. Ted Gablin Posed the question as to when the General Plan will be meeting. The chair commented there will be more information to come after Tuesday @ 10am.

- Ted wanted to make comment that the Lights at the Tetrahedron are still out, and a 311 was put in and worked.
- James Hoyt made comments and requested the Bathrooms at both the East End of the Airport and West end near Arrow Aviation be cleaned up and properly maintained. There have been photos sent to Will for discovery and to be addressed.

III. Approval of Minutes:

August 5th 2015

- Mr. Klinkebiel_____Aye
- Chair Biglow_____Aye
- Dr. Caley_____Aye
- Mr. Hockenson_____Aye

IV. New Business:

a. Toys for Tots “Stuff a Plane With Toys for Tots”:

- Board Member Mr. Klinkebiel provided an introduction to what Toys For Tots by reading a letter and recommendation by Joe Rothchild.
- Cindy Gablin from RAA presented both site maps and flyers to be used at the event.
- The plan is to use the west walk through gate as an entrance, with parking on the street.
- Volunteers will include Boy Scouts, and Airport Association staff to help keep visitors in the appropriate areas.
- The event was presented to Redlands Safety Committee and special events committee was approved.
- James Hoyt will be coordinating the motorcycle and classic cars club’s to present at the airport.
- The Business’s at the airport have been notified of the event, Coyote Aviation requested 60 feet of operations space in front of the hanger.
- Cindy Gablin and Ted Gablin will be point individuals for the event.
- There will be aircraft Marshall’s (3) with radios to talk to aircraft coming in and out.

- Advertising will be limited as they do not want it to become a huge event, and want to keep this a smaller event.

Move to Action:

Madam Chair made the motion: “I move to recommend the approval of Redlands Airport Association to HOST “Stuff A PLANE WITH TOYS FOR TOTS” an Open House at Redlands Airport, on October 24th, 2015, 10am – 3:00pm, to include a list of recommended safety features.”

- Cindy Gablin agrees to this motion.
- The motion was Second by Board Member Ron Klinkebiel.
- The Redlands Airport Advisory Board was all in favor of the motion and the motion was carried.

V. Adjournment to Next Regular Meeting Wednesday October 7th, 2015

Date for next Meeting: Regular Meeting is scheduled for Wednesday October 7th at 5pm.

Meeting was adjourned 5:45 PM

Minutes of the Redlands Airport Advisory Board Meeting held at 5:30 PM

October 7, 2015

City Council Chambers, 35 Cajon Street, Suite 2, Redlands, California

There was no Teleconference for this meeting.

Members Present: Ingrid Biglow Chair
Ron Klinkebiel
Dr. James Caley
Kevin Hockenson
Miles Miller

Members Absent: John Loy
John Oros

Staff: Kelsey Gormley
Will Hamilton
Chris Boatman

Guests:

John James, City Council Member	Cindy Gablin
Ted Gablin	James Hoyt
Rebecca Clemens Wells	Bob Pearce
David Guthmiller	Steve Willer
Armando Walles	Bill Ingraham
Mark Stanson	Sue Cook
Wayne Reid Jr.	

I. CALL TO ORDER, ATTENDANCE, PLEDGE OF ALLEGIANCE:

The meeting was called to order at 5:32 PM by Chair Ingrid Biglow and was followed by Pledge of Allegiance.

II. PUBLIC COMMENTS: **Steve Willer** posed the questions as to how the AAB, as well as community members will be involved in the approved contract by the City to Coffman Associates regarding Airport Land use.

III. Approval of Minutes: The minutes of September 2, 2015 were approved 5/0 as amended, by a motion of **Mr. Ron Klinkebiel**, second by **Ingrid Biglow**.

IV. Status Report:

a. Toys for Tots “Stuff a Plane With Toys for Tots”:

- **Cindy Gablin** provided an update for the event noting changes in Catering to Nohemies Catering.
- Event details are coming along well.
- **Ingrid Biglow** is requesting a sweeping of the entry; **Kelsey Gormley** will be looking into the feasibility of this request.
- Any and all volunteers are needed for the event.

b. Financial Update: This item was tabled, as this department was not ready and will be moved to the December AAB meeting.

c. Maintenance Update: Will Hamilton mentioned the work orders that were placed regarding lighting issues are being addressed through a vendor. The various restrooms that are in need of up keep are outside of the cities responsibility, but the city is working with the leaseholders to insure these are maintained. There is minor wear and tear maintenance being done to various hangers the city owns as well.

d. Fire Equipment for the Airport: Will Hamilton mentioned he is still working out the details with the fire department to finalize what equipment will be purchased and how training will be scheduled thereafter.

e. Signage/Permits/ Licensing on New Construction in Airport sphere of influence: Will Hamilton mention there is nothing coming through at this time. **Madam Chair Ingrid Biglow** formally requests the board members as well as the public be aware of any new proposals surrounding the Airport.

f. AIP Funds to Date, and Prioritization of the Funds: Will Hamilton mentions there was an approved Grant for \$136,000 not counting the City’s share for lighting and signage project. There is an assigned Engineering Company to determine scope of work. It is noted at this time that Director

Chris Boatman joined the meeting. **Mr. Willer** asked if the city had applied to the state for the annual \$10,000 from Caltrans. **Will Hamilton** stated that it was applied for. **Bill Ingraham** provided clarification that the grant is an administrative process with the state which is applied for after you bid the project, that can be either \$10k with a 5% City Match. **Chris Boatman** suggested that a subcommittee be created around the Prioritization Project to save time. **Eric Fraser** recommended to the AAB that they seek input from Airport users for AAB discussions and prioritizations. **Board Member Kevin Hockenson** volunteered for the prioritization subcommittee along with **Madam Chair Ingrid Biglow**. An additional AAB meeting will be scheduled to approve finalized Prioritization. **Ted Gablin** wanted to remind everyone to refer the master plan, and to use the Redlands Airport Association as a venue for communication. **Mr. Bob Pearce** addressed the board and stated that he feels the AAB is lost without the Master Plan, and cannot effectively protect it without knowledge of it. He is ashamed of the board for not reviewing the master plan.

- g. Research Environmental Impact Report on Citrus Reservoir Speaker from DWR:** Chris Boatman indicates that they have not received confirmation from DWR staff to attend. It is recommended that this item be placed on the next meeting's agenda.
- h. Open Space, Zoning Status, FAA Legal Restrictions and findings Documentation requested by City Council:** **Mr. Chris Boatman** mentioned that the city council approved Coffman Associates to assist in airports documents. Item is set to return to City Council November 17, 2015 for the findings. This is specific to Diversified Pacific's Project proposal. **James Hoyt** asked the question that if in the documents there is a noise study. Chris Boatman stated it is in the documents and that the noise study could be sent over to the RAA. **Mr. Eric Fraser** made the comment that the noise study would not be a factor, but only one data point was collected during the period of study.

V. New Business:

- a. Air Fest Planning:** **Sue Cook** presented to the Board with her new associate **Rebecca Wells**. It is mentioned that Hanger 24 has some details to finalize before the application. It has been determined to be a one-day event on May

14, 2016. The format will be very similar to the 2015 airshow. Hangar 24 is working with Redlands Police for traffic, and look to make improvements to traffic flow. They are seeking any input or recommendation to help improve the event. **Chris Boatman** mentions that the timeline is part of the process, along with creation of a subcommittee to bring information to the City Council. **Sue Cook** would like to get a City Council approval by February.

b. Airport Sub-committee for Hanger 24 Airfest 2016: Madam Chair

Ingrid Biglow requested Volunteers from the board members. **Dr. Caley** as well as **Ingrid Biglow** will be Airfest Subcommittee members with **Kevin Hockenson** as a stand-In. Volunteers are open to join the committee on the dates provided for the Sub-Committee.

- c. Election, Chair and Vice Chair:** Slate of nomination preceded the following. Nominations for Chair and Vice Chair of the Airport Advisory Board were requested by the current Airport Advisory Board Chair **Ingrid Biglow**. Board Member **Ron Klinkebiel** nominated **Ingrid Biglow** for a second term as Airport Advisory Board Chair. Motion was carried 5/0 to elect **Ingrid Biglow** as Chair made by **Ron Klinkebiel** and seconded by **Ingrid Biglow**. Ingrid Biglow, who also nominated Kevin Hockenson, requested nominations for Vice Chair. Motion was carried 5/0 to elect **Kevin Hockenson** as Vice Chair by **Ingrid Biglow**, and seconded by **Ron Klinkebiel**. **James Hoyt** posed the question of absenteeism of other board members and what was going to be done about it; **Ingrid Biglow** has addressed this with **Director Chris Boatman**.

VI. Old Business: No items were addressed.

- VII. Possible Agenda Items for December 2, 2015:** **Ted Gablin** posed the question to the board to address airport land use planning around the airport. He is requesting that people with airport knowledge be involved with airport decisions or decisions around the airport. **Will Hamilton** wanted to mention that the ACIP project list has two new items in regards to erosion control mitigation that were not part of the Airport Master Plan but is a recent development. This will remain on the agenda for further discussion.

VIII. Adjournment at 6:30pm, to Next Regular Meeting Wednesday, December 2, 2015.

Submitted by Kevin Hockenson

Airport Advisory Board Meeting held at 5:30 pm MINUTES of December 2nd 2015
City Council Chambers, 35 Cajon Street, Suite 2, Redlands, California

Board Members:

Ingrid Biglow, Chair
 Kevin Hakanson Vice-Chair
 Ron Klinkebiel
 John Loy
 John Oros

Members absent:

Dr. James Caley
 Miles Miller

Staff:

Will Hamilton, Quality of Life

Guests:

Bill Ingraham	Eric Fraser
Gil Brown	Ensen Mason
Bill Ingraham	Carol Brown
Gil Brown	Robert Pearce
Ted Gablin	James Hoyt
Joel Rothschild	Mark Stanson, Hangar 24
Steve Willer	Cindy Gablin
John James, City Council Member	
Mayor Paul Foster (attended briefly)	

I. CALL TO ORDER, ATTENDENCE, PLEDGE of ALLEGIANCE

The meeting was called to order at 5:30 PM by Chair Ingrid Biglow and was followed by Pledge of Allegiance.

II. PUBLIC COMMENT: Mr. Hoyt inquired about Board member's absentees and when position would be filled.

III. Approval of Minutes: The minutes of October 7th, 2015 were approved by a motion of **Chair**, second by **Mr. Klinkebiel**, 3/0 by bona-fide voting members.

IV. Old Business

a. **None**

V. New Business

a. None

VI. **Discussion, Possible Action and Information items:** Chair explained the new format of Agenda e.g. to be in compliance with all Boards and City Commissions.

A. Information items request by the Commission

a. Update on airport maintenance: **Mr. Hamilton** reported on airport lighting project, with Q o L staff member assigned to the project as well as for ongoing issues, e.g. segmented circle, to be properly maintained by assigned QOL staff. In addition **Mr. Hamilton** reported that weed abatement has been completed. In addition he is working with appropriate lease holders to keep bathroom facilities sanitized, secure and serviceable. At this juncture **Chair** reported "tour of airport," a visit by **City Manager Martinez and Director Boatman** on November 4th, and **Chair** read off the following areas requested for improvement to Board Members:

- b. 1. Alerting Tenants from the far South Easterly area to complete timely weed abatement.
- c. 2. Replacement of fuel hoses (Jim **Ott**)
- d. 3. The roof of **FBO** Airport Lobby appears to be leaking.
- e. 4. Replacement of interior ceiling panels.
- f. 5. Paint lobby and two restrooms + floors in restrooms
- g. 6. New installation of indoor/outdoor carpet
- h. 7. New chairs and comfortable tables to do Flight Planning as well as a clean place to hold meetings and safety seminars.

Our Airport Lobby is **not going to look like "an old bus station" any longer**. I really hope that the above "cosmetics" will take place without waiting to be placed on **AAB** December Agenda, since some of these areas have already been discussed over a period of several years.

City Manager Martinez requested that he would like to continue a dialogue with Chair and Director Boatman.

In addition: **Chair** had an EAA member inquired if City is responsible to maintain and improve stretch of road, of: **Wabash Ave between Lugonia Ave (Hwy 38) and San Bernardino Ave**, asking that this road be improved and maintained.

Further maintenance areas brought to the attention of the AAB was City's responsibility to paint the totally **faded CENTER line of Runway 26** all the way to end of **Runway 08**.

- b. Update on fire equipment: **Mr. Hamilton** reported that Fire Department has purchased one piece of roll-away fire extinguishing equipment, it will be stored in shed where designated fire truck was at one time. **Chair** is again asking for a date of safety training to be scheduled.
- c. Update on Airport Capital Improvement Plan: **Mr. Hamilton** reported that the Lighting and Signage Plan project is under planned scheduling with grant monies, which may be under construction in spring of 2016. He will have additional ACIP next projects on AAB's agenda in February, after meeting with representatives next week from FAA. **Mr. Steve Willer** (RAA member) added that City is currently working on making prudent decisions in areas of Land Use Compatibility studies. He spoke on FAA grant funding eligibility to update Airport Master Plan, that there is opportunity for City as sponsor to request additional funds (Redlands is entitled to \$150,000 FAA grants per year) to assist in

updating the Master Plan Document. Additionally he urged the Quality of Life and Development Servicing Department to specifically speak on the Consultant Kaufmann's report that was done recently, and the road ahead, to set the parameters of AAB's authority/involvement and collaboration with Q of L of recommendations, to members of the City Council. The Airport Master Plan update is AIP funding eligibility to help offset City's costs.

Mr. Bill Ingraham (Airport Consultant) spoke on: 1. Disclosure of 10,000 foot parameter around the airport is often lost during real estate transactions. 2. The Land Use Comprehensive Plan defines the line, however is not eligible to Federal grant funds, however we can still request some State grant monies. The Master Plan is a good Document if you stick with it. 3. There is not an approved budget on the Federal plan, only a short term plan and spoken for in grants when the ACIP monies become available.

Chair read off Ad Hoc's recommendations to the Board from "List To Prioritize" October 28th 2015
Summary of Meeting:

Regarding the current project list provided in the airport master plan; it was determined to leave the current projects as they are on the master plan. We are recommending to the airport advisory board to add the following projects with the scope of 0- 5 years.

- 1. Erosion control and Fencing maintenance around the airport on both the north and south side of the airport.**
- 2. Adding a phase 2 to the current lighting project and to fix the lighting of the segmented circle.**
- 3. Culvert Project, to fill in the existing open culvert on the west ramp.**
- 4. Repaving of additional ramp areas on the airport.**

- d. Discussion of reservoir (Citrus Reservoir) located northeast corner of Opal Avenue and San Bernardino Avenue within San Bernardino County.

Since Q of L still does not have a speaker lined up **Mr. Will Hamilton** requested AAB to draft a letter to DWR, to expedite the process and to address the aviation safety features. Mr. Gablin and Chair will take on that task.

- B.** Information items provided City staff
 - a. Update on Hangar 24 **Mr. Mark Stanson** reported that everything is worked up as much as possible on May 14, 2016 with free tickets for the airport community will be available. Layout of the event will be similar to last year. Parking may be diverted differently; issues with traffic; Uber taxi service will be available also; Kids Zone under EAA Doug William's direction is confirmed as well as many of the performers. Many points of interest will be duplicated and discussed during Ad Hoc meeting to follow.
 - b. Update on stockpile located east of the airport **Mr. Hamilton** spoke on County of San Bernardino and the City's Code Enforcement's communications being an

ongoing process. Land owner w/ Ames construction engineering and trans-tech are responsible to furnish aviation night lighting on stockpile.

C. Information/Discussion items to be placed on the next Agenda

- a. Discussion of a recommendation to the City Council on an ordinance text amendment to modify Section 12.56 of the Redlands Municipal Code
- b. Update of residential communities within airport sphere of influence-
Chair referenced the previous point to modify Section 12.56 of the Municipal Code and said that **the process** is ongoing and AAB must have the information before any Council action. We are asking for continuance for February 3rd Agenda items to many of previous as well as following issues. Mr. Hamilton stated that the issues concerning controversial new residential community agenda items of recent times; must be communicated to the public and to the AAB before any Council action takes place. Mr. Gablin summarized many safety concerns to the Board regarding Helicopter traffic; and last he stated that Kauffman's report didn't even mention anything about present instrument approach at Redlands; another red flag that is to be considered. (At this juncture Mayor Foster entered and greeted the Board and Public from a concerned position of goodwill.)

Lastly, **Mr. Hockenson** voiced a concern with lack of connection via AAB to the various departments, which prompted **Chair to assign** each Board member present, to a specific Council member; to attend Planning Commission Meetings, when items concerning airport matters are published on City's web site. We are not forgetting the liaison member John James' connection from the City Council; Chair's and Mr. Hockenson's assigned Council Member. **Mr. Klinkebiel and Mr. Loy** volunteered to research the Citrus Reservoir inquiries in order to assist staff members and also give to Board their researched results.

Announcements:

Cindy Gablin announced collection of ToysForTots amounts, a successful venue. **Mr. Ingraham, Mr. Pearce and Mr. Gablin** all spoke on being pro-active as Airport Advisory Board members. **Mr. Pearce** encouraged staff to research and to apply for Environmental Impact Report, (critical information at this juncture.)

- VII. Meeting was adjourned at 6:45 pm (immediately after the regularly scheduled AAB 5:30 pm meeting-after vacating 'other' AAB members than the Ad Hoc members) to be followed by Ad Hoc Air fest meeting ~ 6:30 pm.**

Minutes Submitted by:

Ingrid M. Biglow, AAB member