

**Special Airport Advisory Board Meeting MINUTES of January 27th 2016 held at 6:00 pm
City Council Chambers, 35 Cajon Street, Redlands, California**

Board Members:

Ingrid Biglow, Chair
Kevin Hakanson Vice-Chair
Ron Klinkebiel
John Loy
Dr James Caley
Miles Miller

Member absent:

John Oros

Staff:

Director Chris Boatman, Quality of Life
Will Hamilton
Tim Sullivan

Guests:

Bill Cheeseman	
Bill Ingraham	Eric Fraser
Ike Tate	Diane Hoyt
Larry Rice	Robert Pearce
Ted Gablin	James Hoyt
Joel Rothschild	Steve Willer
Cindy Gablin	David Guthmiller
John James, City Council Member	Dennis Brown
Philip Starbuck	Tom Jones

I. CALL TO ORDER, ATTENDANCE, PLEDGE of ALLEGIANCE

The meeting was called to order at 6:00 PM by Chair Ingrid Biglow and was followed by Pledge of Allegiance.

II. New Business

SWOT Workshop for Redlands Municipal Airport Business Plan

Chair read decorum for this meeting with emphases on new format

Mr. Randal Wiedemann gave a thorough power point outline of contents to be discussed and eventually incorporated in the airport business plan. The airport users were asked to

participate as were members of the airport board in consecutive order of the following ITEMS:

Strengths

- ‘Come from the inside inherent from the airport’ location, political, managerial aspects, Brand, competitive position, what are the relevant resources does this airport have

Weaknesses

- Strength can also be a weakness. We have a lot of hangers, but when they are empty they become a weakness

Opportunities

- ‘Normally come from the outside’ **then** what are the funding **opportunities**, the Brand?

Threats

- Looking at the challenges that may be a **threat** to the viability of the airport, which typically is funding
- If we lack funding, maintenance of airport is compromised

As for the **Business Plan information**, of staffing, competitive market analyses, leases, revenue options, then we all combined what recommendations can be given. The first steps are to collect key information, relevant data, and airport’s history from the users input.

Mr. Wiedemann also prefaced the two options to increase REVENUE; in one being increased activities and the other decreased costs. His company will look at revenue forecast and expense forecast, in order to prioritize, there is strategic option timelines and the AAB will hear more from the consultants’ findings before any Council actions.

At this juncture **Chair** opened the floor to speakers from the audience:

Strengths

- Mr. Gablin-listed Airport’s positives-decent infrastructure-financial challenges-better leadership-
- Ike Tete-restrictions, executive order, issues with Airport users because City does not follow official guide lines-
- Dennis Brown-flight training operations, rotor-craft and fixed wing aircraft, various air spaces to train in C D E G, special use airspace aerobatic box, test/training in this box, brewery with fly- in pilots
- Steve Willer-flight instructor- underdeveloped field on the west ramp- industrial parcel up for lease, the sports park, the active general aviation community are all strengths, with approximately 300 pilots on site
- Larry Rice-layout and transitions to various other airports in the area affords great student training, without getting involved in class C (Charlie) airspace-

- Bob Pierce – traffic pattern at Redlands airport

Weaknesses

- Mr. Gablin-Challenges to get City approval for fund raising event Toys for Tots-community involvement-FBO only one who does not adhere to routine maintenance-fuel poor equipment and availability, in poor supply, no jet fuel on site
- Dennis Brown-poor access to airport for fuel trucks, severe traffic congestion around brewery-no aircraft wash rack-open drainage dish-stadium lights out-
- Steve Willer-Managerial staff turnover-Airport Land Use Planning Department has no aviation knowledge skilled staff function in a vacuum, not engaging AAB nor the airport users, with contentious political arena. Financially, City signed a 50 year lease agreement with the only FBO on site with no capital improvement nor infrastructure improvements-
- Cindy Gablin-marketing, maintenance, weed abatement, lighting and signage, City web site-
- George Lessard-20 years ago City enacted an illegal “in lieu of tax” on a \$900,000 loan paying of \$120,000/year in order to keep a budget and still we are still paying off that loan and yet in the black making money for the airport-
- Ike Tete-Airport security, fencing, gates-safety hazard from dirt pile east of Rwy 26-

Opportunities

- Steve Willer – City establishes a site on web for airport-Chamber of Commerce collaborations to promote business in Redlands-Many times the airport community has resources City may find useful-
- Dennis Brown-New business plan-New Master Plan-AIP Grants-State Grants-enhance north side of airport using Core of engineers-usages of west ramp-restaurant-business opportunities-light industries surrounding airport
- Greg Peterson-location is amazing-ESRI new opportunities-Drone business as part of new technology-
- Ted Gablin-referenced many ‘other’ airports, Big Bear, Fullerton, San Bernadino, where they ‘market’ the airports within the terminals-there are opportunities for Redlands to take a look at those-
- Joel Rothschild-there is a bigger community opportunity with many of our residents; want to maintain citrus, public parks, open spaces,

biking trails, recreational centers, parks trails for transient infill sights

- Ike Tate-make more efforts to speak the language and to understand the language of aviation, listen to each other
- **AAB members**-Kevin Hockenson involve community members-industrial opportunities-
- Chair-utilize expedience in the technical world, having immediate squawk response to areas of importance, before they become major emergencies to human life and property-
- **Mr. Wiedemann asked the Board their VISION** for the Redlands airport; what do you see looking forward? Your identity? Brand?
- John Loy-personal vision to continue as a private airport, utilizing corporate pilots, having jet fuel, opportunities for training, enhancing what we have
- Chair-re-emphasized to 'heal the wounds' (get our house in order) fix what is broken within-then allow an attractive arena for the pilots coming to Redlands airport for the first time, 'the front door' to find Redlands an attractive place to raise families, and industries
- Miles Miller-Airport Master Plan, where are we going with that? Mr. Boatman interacted, explaining that Mr. Wiedemann is working toward a Business Plan, utilizing everything that may be available for his assessments.
- Ron Klinkebiel-to market the airport not only to the pilots but also to the Redlands community, a destination, a desire to come here for economic growth.

Threats

- Dennis Brown-there are numerous threats to the established buffer zone/open space to the airport-now dealing with noise complains-residential encroachments-pristine, large west ramp has weeds-economics take its toile-stockpile has a light that does not work-a big shame if someone loose his life-
- Ted Gablin-safety = liability let's get the attorney on this item, stockpile, DWR-Grant money-Grant writing-Airport accounting-property tax-AAB role, City needs to respect your role, not to go around you-ordinances FAAs jurisdictions, competitions
- Eric Fraser-expressed the waist of time of 80% of this AAB workshop - He said that only ½ of the airport's property is usable land – speaking on various land use issues-
- Steve Willer, 'we need to get out of our way to make any true progress' the issues of accounting and land use, until they are resolved we cannot make extended progress

- Bill Ingraham-The Master Plan is a Document – to spend any money to update takes grant monies away, monies that can be used for other projects on the airport-ALUP update-modification is a threat to the airport-needs to take a hard look at-The only city that did not contribute money to the San Bernadino Airport Authority was Redlands-there should be a dialogue with the SB Authority and Mr. Ingraham can facilitate that-traffic from SB Airport is a threat to Redlands airport, a hindrance to airspace approaches
- Ike Tete-Land use Planning, 59060 City has not complied with Federal Registrar, it was not approved, rezoning 150-33 explains about noise abatement study takes ONE year, FIVE year plan for the Kangaroo Rat habitat to get rid of/replace, it was a major issue
- Kevin Hockenson-The focus on funding is an area to carefully look at, where are we placing the funds best
- Chair-‘Healing The wounds from unethical, illegal, mismanagement of ‘ airport land, funding, loans, we are hiring you, spending our tax dollars, we will gladly spend taxes toward something with integrity, to our airport that we build back up, a diamond in the rough, one that we can be proud of

PUBLIC COMMENT:

There were non-agendized comments: Mr. Dennis Brown offered validation to Quality of Live Department. He also re-emphasized communication from all airport users, City departments, staff members everyone is on the same team.

Announcements: There will be city a website available for a survey regarding the topics covered this evening

Scheduled also is AAB meeting on February 3rd with DWR speakers

Meeting was adjourned at 8:12 pm

Minutes Submitted by:

Ingrid M. Biglow, AAB member

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

February 3, 2016

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
John Loy

Members Absent:
John Oros
Miles Miller

Staff:
Will Hamilton

Guests:
John James, City Council Member
Ted Gablin
Rebecca Clemens Wells
Mark Stanson
Joe Burk
Ike Tate
Ensen Mason
Cindy Gablin
James Hoyt
Bob Pearce
Dale Brown
James Garland
Dennis Brown

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

The meeting was called to order at 5:35 PM by Chair Ingrid Biglow and was followed by Pledge of Allegiance. (Government Code # 54953(b)(3)).

PUBLIC COMMENTS:

No Public Comments were made.

2. Approval Of Minutes:

- a. There was a motion to approve the December 2, 2015 minutes by board member John Loy, seconded by Ron Klinkebiel and passed by all board members present 5/5.

3. New Business:

- a. **Airport Financial Update: Mr. James Garland** presented the financial statements to the board and can be found in the attachment of these minutes.

Board Member **James Caley** asked the question as to why the grants of \$150,000 were placed in the budget. Will Hamilton responded as to stating that this funding allocation is place in case during that fiscal year grants are requested by the city it can then be allocated from that funding source. If no grants are issues then no funding is used.

Board Member **Kevin Hockenson** requested clarification on the new GASB 68 on deferred outflows and Inflows. **Mr. Garland** responded in that this was not an accounting standard when the budget was set.

Kevin Hockenson also asked for clarification on the Salaries and Benefits, and **Mr. Garland** stated that it depends on the time allocation of city employee's to the Airport Cost center on specific projects.

Mr. Ted Gablin presented two questions. Property taxes should be supplying \$35,000 in property taxes and where that comes from. And with all the parties on the airport including airplane owners, is the city booking the right amount of tax revenue from all the appropriate sources? The second question was if the solid waste loan included the purchase of the city hangers?

It was at this time Sgt. Wright presented for the Hanger 24 Airfest changes. There will be a unified command post for both police and fire. He stated that there will also be increase signage for directions to

the event. Dedicated Taxi and Uber lanes will be provided as well. Free parking will be included in the ticket price to help with traffic flows. Designated Motorcycle parking will also be provide.

b. Guest Speakers – Dale Brown, and Joe Burk from DWR: Mr.

Dale Brown provided explanation of who he is and what his role is at the DWR. He also provided some background on the Citrus Reservoir and where the project is to date. The project is still two years away from completion. **Mr. Brown** explained how the dirt pile was created and how the contractor made a deal with a **Mr. Zachy** who owned the property where the dirt is now currently located. **Mr. Brown** states the DWR has no control over the dirt pile, as **Mr. Zachy** is responsible for the dirt. **Mr. Brown** did indicate that the county of San Bernardino has a filed permit on the dirt pile that the city would have to take up the dirt pile concerns with the county of San Bernardino.

Mr. Klinkebiel posed the question of water fowl being attracted to the reservoir once it is filled. Mr. Joe Burk indicated that there has been a bird wildlife study performed before the project was started, and that there would be another study performed after the project was completed. This would allow them to determine if further bird mitigation would be required. Mr. Brown indicated that there may be required installation of such equipment already required in the project plans but they would have to review the scope of the project and provide follow up.

Mr. Dennis Brown commented that he had seen Canadian Geese in the recharging ponds. The native birds such as hawks use the dirt pile to soar off of. He recommends the city talk to cal trans to take some dirt for the 210 project, as well as use it potentially for erosion protection in the Santa Anna river along the airport property.

Mr. Tate asked if the contact for the reservoir was at Cal Trans or FAA?

Mr. Ted Gablin commented that there should be a plan in place for the water fowl. Measure LU7 shall mitigate the impact of wildlife on all projects. DWR is required out of the approved EIR to work with

the city of Redlands to make sure there is a plan in place to mitigate the bird problem.

Madam Chair asked Mr. Dale Brown to stay in contact with the city as to what the current mitigation plan is for the birds.

Mr. Dale Brown also provided the permits from both Cal Trans and FAA.

c. **2016 Hanger 24 Charities Airshow: Madam Chair** requested an approval of the Suggestions provided by the Ad Hoc committee to the AAB. The Ad Hoc Committee is suggesting the following changes:

- Including the Coyote Complex in the Air-fest alcohol control area. This would eliminate many of the problems with Coyote tenants and guests with accessing the event and complying with alcohol control areas associated with the CA Alcohol Beverage Control (ABC) permit.
- A reduction/elimination of the clear space in front of the Coyote complex to give the event additional space. There were discussions, suggestions to open area at the end of Coyote. These dimensions are: 50' to the North, 40' to the East, 60' to the West with a 4' Bike fence, with the south extending to the existing airport fence.
- Removal/reduction of the 60' corridor to allow Coyote aircraft access to the runway during set-up and clean up
- VIP/Performer Reception in the VIP tent on Friday, May 13th 6-9pm, where Hangar 24 is getting the Alcohol permit for the reception through ABC which is submitted to the City in the application where alcohol is referenced as served, not sold Friday evening.
- Regarding Traffic there is an additional access being opened up closer to Judson and pioneer, as well as there will be no parking fees.
- With the previous Reception in mind, the airport will be open to routine users and traffic.

- Hangar 24 performers and guests are asked to park vehicles outside Airport property, a number of guests “200 max.”
- Jet Team “Patriot” will be performing therefore asking for practice on Friday with a TFR either at 3-3:45 **OR** 5-5:45 pm.
- The Hangers will be cleared by 2.30pm for the air show which is 30min earlier then years prior.
- Two TFR’s proposed on Saturday from 3pm to 7pm and the second TFR from 9pm to 9.30pm for either a firework show or aerial show.
- Tickets for airports users will be available via the website as well which is a change from the year prior.
- Hanger 24 also agreed to add some “No Smoking Allowed in this Area” signage around static displays and the kid zone. There was no specific smoking area designated.

Mr. Ted Gablin, vice chair of the ad hoc committee Spoke to and confirmed these changes.

Mr. James Hoyt ad hoc committee member has a concern regarding the Friday TFR if there would be any clearing of hangers for this period of time. He is also concerned where the Patriot team will be parked during the event?

Mr. Ike Tate asked the city council to have an official debriefing of the event.

Regarding the 9pm TFR if tenants need to be cleared from there hangers or not. **Mr. Mark Stanson** confirmed that there would be no required clearing of hangers for the Friday evening TFR.

The other clarification requested would be where the Patriot Team will be parking during the event?

Mr. Will Hamilton reassured **Mr. Tate** that all appropriate FAA documentation will be handled prior to the City Council, as well before the event occurs.

Madam Chair Ingrid Biglow made a motion to approve the noted changes to the Hanger 24 event, second by **Kevin Hockenson** and passed with a vote of 5/5.

Please note that at this time Board Member **Dr. James Caley** had to leave the meeting.

4. STATUS REPORTS

- a. **Maintenance: Will Hamilton** commented on the following items:
 - i. Recent Inoperable lighting has been repaired.
 - ii. Lobby has been painted, but there are still a few outstanding items on this project, such as signage.
- b. **Fire Equipment: Will Hamilton** No update at this time, this will be updated at the next AAB meeting.
- c. **ACIP Projects:**
 - i. **Will Hamilton** stated the airport lighting project is currently in final engineering. The final plans should be completed by April or May, at which time will be presented to the AAB meeting.

5. OTHER BUSINESS:

- a. **Will Hamilton** informed the AAB that Diversified Pacific is looking into purchasing a piece of City property south of San Bernardino Blvd. The sale is still pending and is being looked at by the Quality of Life Project. **Madam Chair** requested this to be followed up at future board meetings for any updates. **Mr. Bob Pierce** Commented that in the Airport Master Plan that the city use land to protect the airport.
- b. **Will Hamilton** commented that he has reached out the County of San Bernardino regarding the Dirt stock Pile, and waiting to hear back on further information.
- c. **Mr. Ron Klinkebiel** requested that City staff propose to City Council that the AAB meet every month rather than every other month.
- d. **Mr. Ted Gablin** commented on Diversified Pacific's latest request for a revised Mitigated Negative Declaration for TR18979 that will be taken to city council. Board member **Kevin Hockenson** requested a special AAB meeting in February to discuss this specific Request

prior to city council meeting on March 15. The AAB decided on February 17, 2016 for a special meeting to be verified by the City.

6. Meeting Adjournment at 7:14pm, to next regular meeting on March 2, 2016.

Submitted by Kevin Hockenson

Special Airport Advisory Board Meeting held at 6:00 pm MINUTES of February 23rd 2016
City Council Chambers, 35 Cajon Street, Suite 2, Redlands, California

Board Members:

Ingrid Biglow, Chair
Kevin Hakanson Vice-Chair
John Loy
Dr. James Caley

Members absent:

Miles Miller
Ron Klinkbiel
John Oros

Staff:

Will Hamilton, Quality of Life
Tim Sullivan
Oscar Orci, Director of Planning/Development
Robert Dalquest

Guests:

Bill Ingraham
Eric Fraser
Larry Rice
Ted Gablin
Steve Willer
Isaac Tate
John James, City Council Member
Carol James
Patrick Meyer, Urban Environs

I. CALL TO ORDER, ATTENDANCE, PLEDGE of ALLEGIANCE

The meeting was called to order at 6:15 PM by Chair Ingrid Biglow and was followed by Pledge of Allegiance

Chair explained that this evening's presentation was AAB's and the public's only opportunity to hear Mr. Robert Dalquest's and Director Orci's SPECIAL presentation, before project findings would be going to the City Council; Mitigated Negative Declaration for Resolution No. 7537 (Agricultural Preserve Removal No. 121), Ordinance No. 2819 (Zone Change No. 443), Resolution No. 7539 (Tentative Tract No. 18979)

and Resolution No. 7538 for a Socio-Economic Cost/Benefit Study by Development Services, City of Redlands.

- II. **Chair** introduced guests and asked for Mr. Dalquest's presentation (attachments were provided to AAB members, also posted on City's web site) "project of negative declaration located north of San Bernadino Ave and East of Judson Street, a little over 32 acres. Several entitlements are sought, one being an Ag1 reserve removal, 3 of 4 parcels in outskirts of Ag1 preserves, 3 parcels being possibly removed from the Ag1 preserve. Also included is a zone change, where proposal to change the zone to residential district of the General Plan, which is low density." In the power point display **Mr. Dalquest** showed subdivisions with various statistics of residents per acre in various lots, obviously in the Airport Sphere of Influence Area. The purpose of this meeting was to explain the negative declaration, essentially how this stands as of now. This project originally went to Council in July 2015; council at that time tabled it due to many issues raised by the public. Subsequently the City gave those many issues to Aviation Consultants Coffman Associates, who originally prepared the Airport Master Plan. The consultants looked at the helicopter 'training' and business facilities as well as noise factors." One plate from presentation showed the flight patterns in different colors, area in green showing helicopter patterns, indicating previous flight patterns versus current proposed flight track data in yellow color along San Bernardino Ave. Blue colors indicated fixed wing aircrafts. Several studies were referenced for the Board and the Public, in the staff's analyses which had previously been questioned relative to safety concerns. **Mr. Dalquest** mentioned that "several recommendations from consultants' findings resulted in Council's direction of staff to modify permits of airport pattern delineated west of Judson and east of Wabash." The permits Mr. Dalquest referenced were "helicopter pattern, but also to update airport facility directory, to provide helicopter traffic pattern in publications, rules and regulations, to again delineate any specific pattern, but to add a generic pattern that now does not show dimensions of such patterns."
- Mr. Dalquest** further extracted information of accessed noise data, collected over a period of 3 days average for noise ordinance agencies, metrics used from sorties extracted from helicopters and airplanes from two different locations/sites. He provided data from these findings naming 45-60 decibels. There are approximately 26 negative mitigation measures; some of these were presented this time.

(The attachments can be found on City web site.

Chair requested comments and questions from AAB members: **Mr. Hakanson** asked for clarification and number of mitigation measures required for a project, to which Mr. Dalquest responded in a negative declaration, all the determining factors less than significant measures have to be submitted to CEQUA for approval. The applicant has to meet all these measures for approval. Furthermore questions of helicopter patterns were posed, where referenced findings again in the Coffman reports are inconclusive at this juncture. City has a new Permit submitted by Caltrans **Mr. Loy's** question was regarding

helicopter students, time frame of “veered pattern” and any problems? **Mr. Dalquest** stated there have been noise complaints from residents in Mentone at various times. **Chair** inquired that in many studies, the one year of collected data would rightfully be presented, during many different weather conditions and duration seasonal changes in the environment of noise collected data. Furthermore “noise does not kill us” what is critical is to adhere to the FAA’s policies, rules and regulations as they stand; the separations as of now between rotorcrafts and fixed wings are being carefully studied. **Chair** also requested where in the studies instrument flight, e.g. GPS* flights interact in the mitigation studies? The presenters had no response. **Chair** spoke on several safety factors being critical in areas around the airport with liability factors to the City of Redlands, e.g. N.T.S.B statistics.

Chair opened the Public Hearing: Speaker Mr. Willer voiced his concerns as a Redlands resident, tax payer, regarding City not doing due diligence, Land Use Compatibility zone map does not apply anymore, development department has not updated, council asked development department to update the Land Use compatibility handbook, we do not see that. How can we make important decisions within the airport areas, when what staff has stated is being completely selective? We have proven that staff does not know what they are doing, because we have just spent over \$100,000 in tax payers’ monies to clean up their mistakes, hiring outside consultants. **Speaker Mr. Gablin** referenced Caltran’s permit, it doesn’t have any boundaries. He also indicated concerns regarding instrument approach* from the south, an FAA approved procedure; the approach goes right over the proposed residential development. City does not enforce deviations. Again, Land Use Compatibility Plan is supposed to be a priority item, instead we spend tax payers’ money to justify Developers project. The Coffman report only shows noise averages, not maximums.

Speaker Mr. Fraser urged staff’s of City’s fiduciary duties to look after all assets of the City, likewise for the AAB members to protect same asset of the airport. Caltrans has no authority to define airport traffic pattern. I brought the book on Federal Aviation Regulations (FAR/AIM) with me, I’ll be glad to loan it to staff to look up where in the federal regulations various questions are answered. The areas the applicant is seeking are discretionary, they are not entitlements. **Speaker Mr. Ingraham**, you see a lot of activity and aviation procedures to the north, because of the mountainous terrains, therefore most other directions are to the south unless they are going west or northwest. There is a real safety issue; student pilots while training, keeping the separations with helicopters and or fixed wings. I’m very concerned about the 800 foot; leaving the helicopters to the south is the safest way. No matter where you bring them (helicopters) there is always going to be an issue at the airport, a helipad won’t fix that, they still have to get to their hanger. Quite frankly safety FSDO, (Flight Standard District Office) should get involved at the airport, they are the enforcing agency, and should be determining the safety issues, not the state. **Mr. Hockenson’s** inquiry of Mr. Ingraham, what experiences do you have with separations, buffer zones at other airports? The buffer zones are standards, even the Land Use

Handbook, is guidance to the process. **Speaker Mr. Tate** Why is there no mention of **the Kangaroo Rat** Habitat, because it is in the federal guidelines? And the noise study takes at least one year, especially when we get the fire fighters in, when we have fire fighters during long periods of time, night and day; referencing also the stockpile from the Citrus Reservoir; traffic pattern was addressed as unsafe by Mr. Tate.

Chair read an official letter sent to City Clerk's office, by Mr. Joel Rothschild; the following is an excerpt: "I am requesting that the city council, departments and advisory board recommend that all actions regarding Diversified Pacific or any other developer in the airport influence area be deferred until the city has adopted both the updated airport plan, 3 year strategic plan, and the general plan update."

AAB member Mr. Loy commented that we are jumping through loops to adhere to someone else's benefits and all we will see is lack of space for our airplanes and complaints of noise. **Chair** finished by saying, just because we have some of the 26 mitigations referenced in the presentation doesn't make this study complete to its conclusion.

Director Orci injected comment; that City Council is seeking the various unfinished areas to be completed for due diligence, as well as permit to allow for the helicopter pattern south of the airport in a restricted area, but none bothered to get the permit until now.

Chair asked the presenters for any additional comments; there being none **Chair closed this portion of public hearing.**

Chair recommended "A motion of denial of project to proceed. TRACT No. 18979, located north side of San Bernardino Ave, approximately 600 feet East of Judson Street; that no further operations of residential developments continue."

Chair asked for discussion; there being none

Mr. Loy offered second to motion presented; motion carried 4/0

III. Adjournment: Meeting was adjourned at 7:45 pm to next regular meeting: Wednesday, April 6, 2016.

ATTACHMENTS on City Web Site:

A. [Notice of Intent](#)

B. [Environmental Checklist](#)

Minutes Submitted by:

Ingrid M. Biglow

Airport Advisory Board Member

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

April 6, 2016

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
John Loy
Miles Miller
John Oros

Members Absent: N/A

Staff:

Will Hamilton
Chris Boatman
Aaron Evans

Guests:

John James, City Council Member	Cindy Gablin
Ted Gablin	James Hoyt
David Guthmiller	Bob Pearce
Jim Harris	Bill Ingraham
Matt Quick	Dennis Brown
James Hoyt	

- I. CALL TO ORDER, ATTENDANCE, PLEDGE OF ALLEGIANCE:** The meeting was called to order at 5:30PM by

Chair Ingrid Biglow and was followed by Pledge of Allegiance.
(Government Code # 54953(b)(3).

PUBLIC COMMENTS:

James Hoyt – Made comment regarding the proposed development in the City of Highland. He stated that the city of Redlands has prepared a draft statement to the City of Highland, but has no comment of the Redlands Airport. The City of Redlands needs to include the impact of the homes and the airport on this development. He provided them with a copy of the sectional chart that included the aerobatic box.

II. Approval of Minutes

- a. There was a motion to approve the January 27, 2016 minutes by board member Ingrid Biglow, seconded by John Loy and passed by all board members present 7/7.
- b. There was a motion to approve the February 3, 2016 minutes by board member Ingrid Biglow, seconded by Kevin Hockenson and passed by all board members present 7/7.
- c. There was a motion to approve the February 23, 2016 minutes by board member Ingrid Biglow, seconded by Kevin Hockenson and passed by all board members present 7/7.

III. Discussion and Possible Action Items

a. Presentation; Redlands –Pennsylvania LLC

Pete Patassie – Presented the proposed future project by diversified pacific on Pennsylvania Ave. The proposal included a site map of what the proposed project would look like as well as what infrastructure was needed to complete the site work. He stated the project is still in planning stages and that they had not yet purchased the property from the City of Redlands.

Kevin Hockenson, asked what stage the project was in? Mr. Patassie states it was within planning stages and planning commission for project approval before purchasing the property, he states they are under contract with the city.

Mr. Klinkebiel asked what the proposed name of the project would be and **Mr. Pattassie** stated they have not named the project.

John Loy asked if they were required to have their tenants sign off on that they live in proximity to an airport. **Mr. Pattassie** responded and said that yes they are instructed by city staff to provide signage and have the owners sign document acknowledging they live within proximity to an airport.

Mr. Klinkebiel asked where the overflow was or discharge was for the retention pond. **Mr. Pattassie** stated that the pond would hold the first $\frac{3}{4}$ inch of runoff and then it would discharge to San Bernardino Ave Storm system which has been reviewed by city engineering. **Pat Myer** from diversified pacific stated that when they completed the Judson Ranch project they will be installing a 66 inch storm drain and widening of San Bernardino Ave. **Mr. Myer** also stated that this site is currently zoned appropriately and that it is consistent with the general plan. **Ingrid Biglow** asked that after planning commission approved the development that Diversified pacific return to present the final plan. **Mr. Boatman** indicated it is not a requirement but that the AAB can ask for them to return.

Mr. Gablin – stated that the City has requested that during the Coffman and associates project update the land use compatibility plan for the airport before the planning commission votes on this project, as it could serve as good information for the planning commission to consider.

Mr. Pierce – commented that open space means not trees or fencing, and that orchards are not open space.

Bill Ingraham – Open space is not an issue on this project, and that this project is not as influential on the airport. Updating the airport land use compatibility is a bit more complicated than it seems, but the highland project is under this influence and should be evaluated.

James Hoyt – the trend of information coming from the city is that communication can improve with everyone.

b. Presentation; Coffman Associates

Jim Harris Presented the latest update of their project which includes re-evaluating the current helicopter traffic patterns. Cal trans presented an updated traffic pattern from 500AGL to 800 AGL, and suggest moving taxing to another location on the airport off the taxiway. Coffman had completed a meeting with the airport users which they mentioned was very helpful. They are going to continue to have meetings with Cal Trans and the FAA regarding this project. This was the latest update they had to present.

Ingrid Biglow, asked what the real reason there firm was contacted regarding this project. **Mr. Harris** indicated they are a reputable firm that has helped with various projects on the airport in the past.

Dr. Caley asked if there was a heliport indicated in the plan, and **Mr. Harris** indicated that there are a lot of concerns around a heliport and that is under consideration in this project.

Mr. Klinkbiel asked how firefighting activities are considered in this project, and **Mr. Harris** indicated that this was going to have to be reviewed and evaluated.

Mr. Loy asked how this problem came up, and Mr. Harris indicated that when the city reached out to Cal Trans to move the traffic pattern that is when the changed permit came back with the increased traffic pattern altitude. With additional concerns that needed to be reviewed by FAA.

Bill Ingram indicated that the circles on the airport are for training, and there is no need for a helipad, as they still have to taxi to their hanger or location.

Ted Gablin mentioned that the permit is not compatible, and that there was no problem with what the current pattern had until the city wanted to change the pattern, and applied for that change.

James Hoyt wanted to make it known that we are just patching plans together instead of having a united plan of what is going on.

IV. OLD BUSINESS:

A. Diversified Pacific Project

It was presented to the board that the update on this project was that it is in planning stages but there is currently a kangaroo rat issue and abatement that has to take place in this location.

B. Dirt Stockpile

The status on this as reported by Will Hamilton was that the city has contacted the county regarding their concerns over the stockpile. The county is not being as responsive as we would like but the city is doing all they can to continue to push this issue.

V. Status Reports

A. Introduction of new Staff – Will Hamilton introduced a new staff member Aaron Evans who will be working with the quality of life department and serving as an AAB liaison.

B. Airport Maintenance – Will Hamilton mentioned that there is work being done to have weed abatement bids be proposed to the city.

C. Fire Equipment for the Airport – Will Hamilton reported that the equipment has been purchased, and training will be scheduled as soon as possible.

D. ACIP Projects and Grants – Will Hamilton informed the board that the Lighting plan was being finalized for bids.

E. Airport Business Plan – The project is under way and that we should be getting updates by the next AAB meeting.

F. Wash Rack – Will Hamilton indicated that there is consideration for this under projects and grants and that if there is interest to be looking at this as a next project for the airport.

G. Fence Line Mitigation – Will Hamilton provide an update that proposals are being looked into on this project to get started.

- c. Meeting Adjournment at 7:10pm, to next regular meeting on June 1, 2016.

Submitted by Kevin Hockenson

Minutes of Redlands Airport Advisory Board Regular Meeting

Redlands Municipal Airport Lobby
1755 Sessums Drive, Redlands, CA 92373
Wednesday June 1st 2016

Board Members:

Ingrid Biglow, Chair
John Loy
Miles Miller

Members absent:

Dr. James Caley
Ron Klinkbiel

Staff:

Will Hamilton, Quality of Life
Aaron Evans, Quality of Life

Guests:

Larry Rice
Dennis K. Brown
James Hoyt
Philip Ensley

I. CALL TO ORDER, ATTENDENCE, PLEADGE of ALLEGIANCE

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

Because there was not a quorum, Chair adjourned the meeting at 5:35 stating the reason of a 'non-quorum.'

Meeting shall be rescheduled.

Submitted By:

Ingrid M. Biglow
Airport Advisory Board Member

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

July 6, 2016

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
John Loy
Miles Miller

Members Absent: John Oros

Staff:
Will Hamilton
Aaron Evans

Guests:
John James, City Council Member
Ted Gablin
Sue Cook
Paul Cook
Jose Rothschild
Cindy Gablin
Mark Stanson
Bob Pearce
Paul Christin

- I. CALL TO ORDER, ATTENDANCE, PLEDGE OF ALLEGIANCE:** The meeting was called to order at 5:30PM by Chair Ingrid Biglow and was followed by Pledge of Allegiance. (Government Code # 54953(b)(3).

PUBLIC COMMENTS:

Bob Pearce – Made comment regarding the approved developments by the city council. He stated that the AAB needs to be more proactive against the developments and be providing research data to city council, on a regular basis.

Mr. Rothschild – Made the comment that the FAA has announced changes to come in 2017 in regards to Non-aviation use hangers on the Airport. He asks that the AAB works with the city to develop a plan to work with the city to be sure that they are prepared when these changes start in 2017.

II. Approval of Minutes

- a. There was a motion to approve the April 6, 2016 minutes by board member **Ron Klinkebiel**, seconded by **James Caley** and passed by all board members present 6/6.
- b. There was a motion to correct the June 1, 2016 minutes to include that board member **Kevin Hockenson** and **John Oros** as not present. This change was second by **James Caley**, and approved by the board 6/6. There was a motion to approve the June 1, 2016 minutes to include the above change by board member **Ingrid Biglow**, seconded by **Ron Klinkebiel** and passed by all board members present 6/6.

III. Presentations

- a. **RAA Toys for Tots 2016: Cindy Gablin** announced the RAA event toys for tots to be held on October 29, 2016 on the west ramp of the Redlands Municipal Airport. Similar setup will be like the previous year, and she is currently working with the city on appropriate items.
- b. **Hanger 24 Charities Airfest 2016 Debrief: Sue Cook** announced a successful 2016 Airfest, with approx. 16,000 people in attendance and 539 volunteers. There was a presentation of a video of the event which was very nice to see. Donations are currently being disbursed and Redlands Baseball has already received \$4,500.

They are looking at May 20 & 21, 2017 for next year's event. Sue Cook thanked everyone involved who made the event a success.

IV. Discussion and Possible Action Items:

a. None

V. NEW BUSINESS:

a. Redlands Municipal Airport Safety Seminar/Workshop: Mr.

Evans indicated they are working on a half day to hold the event at the airport. Most likely would be a weekend event.

b. Airport Land Use Compatibility Plan Update: Mr. Evans indicated that the Development Services department and Quality of Life will be working together on this project once the helicopter flight pattern is resolved.

VI. Old Business:

a. Diversified Pacific Project

b. Redlands –Pennsylvania LLC project: On both items **a.** and **b.** **Ingrid Biglow** requested Council Member **John James** to speak to both items, Mr. **John James** stated he would stick to the facts about what was presented and what was stated in the city minutes of each meeting. He stated that in 2003 the helicopter pattern had changed to allow for the sports park which is now built. Board Member **Miles Miler** questions what the purpose was to have Mr. **James** speak to this if it's already been decided upon. **Madam Chair** indicated that she felt it was "not a done Deal" and that she wanted clarification. **Mr. James** stated to the Board that we go back and read all the documentation that presented before and what was recorded in city minutes.

c. Dirt Stockpile: Mr. **Ted Gablin** stated that **Ingrid** and **Himself** spoke at the county supervisors meeting on June 28th spoke on this item with information package. **Ted** indicated that he was in talks with **Mr. Andy Wingert** the Chief code enforcement of San Bernardino County. The county's council had sent a letter to the land owner that if they did not have a plan in place to remove the dirt quickly that there would be repercussions by the county. **Ted**

indicated that he was concerned about how the dirt was being removed and the equipment's location on the site could be a hazard.

- d. **Airport Permit: Ted Gablin** mention that when the 800ft Traffic pattern was proposed there were a lot of FAA complaints filed. In Airport users discussions with FAA there was mention of a Town Hall meeting with airport users about the changes being proposed, and that has not happened to date.

VII. Status Report:

- a. **Airport Facility Maintenance: Mr. Hamilton** said thank you for the recent cooperation with the restriping of the airport. There is working starting on some maintenance to the city owned hangers as well updating the storm water permit. **Madam Chair** asked about a curb at the west ramp for painting. **Mr. Hamilton** indicated that he has to do some research on how to designate that since it is not a taxi way area. **Ted Gablin** mentioned that this specific area was never intended for a taxiway due to the hillside.
- b. **Fire Equipment Training: Mr. Evans** is still working with the fire chief on scheduling this event on a weekend.
- c. **ACIP Projects: Mr. Hamilton** indicated that they just received bids on the Lighting project and are in the process of awarding the bids.
- d. **Airport Business Plan:** This will be presented on during a special AAB meeting attentively scheduled for July 20.
- e. **Wash Rack: Will Hamilton** stated this is on hold for now due to bandwidth on his desk and within the department.
- f. **Fence Line Erosion Mitigation: Will Hamilton** stated this is on hold for now due to bandwidth on his desk and within the department.

VIII. Meeting Adjournment at 6:40pm, to next regular meeting on August 3, 2016

Submitted by Kevin Hockenson

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

August 3, 2016

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

There was no Teleconference for this meeting.

Members Present: Ingrid Biglow Chair
Ron Klinkebiel
John Oros
Kevin Hockenson
John Loy
Miles Miller

Members Absent: Dr. James Caley

Staff:

Will Hamilton
Aaron Evans

Guests:

John James, City Council Member Cindy Gablin
Ted Gablin
Bob Pearce
Steve Willer

- I. CALL TO ORDER, ATTENDANCE, PLEDGE OF ALLEGIANCE:** The meeting was called to order at 5:30PM by Chair Ingrid Biglow and was followed by Pledge of Allegiance. (Government Code # 54953(b)(3).

PUBLIC COMMENTS:

Ted Gablin- Announced the toys for tots event held by RAA was being charged by the city to cover all the vendors at the event. This was not small fee and if there was a possible way to not have the city require this for this free event. Ted also mentions that the Redlands Chamber of Commerce would like to be involved in the business plan development and would like a workshop to help with implementation.

II. Approval of Minutes

- a. There was a motion to approve the July , 2016 minutes by board member **Ron Klinkebiel**, seconded by **John Oros** and passed by all board members present 6/6.

III. Discussion of Action Items

- a. **None**

IV. New Business

- a. **Business Plan:** Madam Chair made the motion to approve an Add- Hoc committee to help with implementation of the business plan. This was approved by the board 6/6.
 - i. **Steve Willer** made comment that he has his concerns with the proposed Lease agreement process and rate changes for hangers. He asks how the AAB will be involved in this process, as well as the airport community.
 - ii. **Ted Gablin** made comment that the FAA has a governing process that is to be followed already.
- b. **Discussion and possible action regarding the Survey**
 - i. The October AAB meeting will discuss the survey results
- c. **Redlands Municipal Airport Safety Workshop**
 - i. **Will Hamilton** mentioned he has a planned date for Fall 2016

- V. Old Business:**
- a. Discussion and possible action regarding Vehicle Incursion on runway:**
 - i. Madam Chair Ingrid Biglow** made a comment in regards to maintenance vehicles properly using the taxiway appropriately. **Will Hamilton** said he would discuss with the maintenance crew about this.
 - b. Airport Maintenance: Will Hamilton and Aaron Evans** made mention of the following updates.
 - i.** Runway sweeping is happening quarterly
 - ii.** Weed Abatement is being address with maintenance as well as outside bids.
 - iii.** Painting west Berm, this was painted for better visibility as well as being checked for FAA requirements.
 - iv.** FBO is being looked at for updated signage as well as improvements for an office within the FBO. **Steve Willer** made comment that it would be nice to have directional signage around the airport for out of town pilots to know where to find services.
 - v.** Pilots Lounge is being looked at for updates and improvements as well within a budget.
- VI. Meeting Adjournment at 6:35pm, to next regular meeting on October 5, 2016**

Submitted by Kevin Hockenson

**Minutes of Redlands Airport Advisory Board Meeting held at 5:30
pm October 5th, 2016
City Council Chambers, 35 Cajon Street, Suite 2, Redlands, California**

Members

Present: Ingrid
Biglow, Chair
John Loy
Ron
Klinkebiel Dr.
James Caley
John Oros

Members Absent:

Kevin Hockenson, Vice-
Chair Miles Miller

Staff:

Will Hamilton, Quality of Life

Guests:

Lieutenant Mike Reiss, Redlands Police
Department Ted Gablin, Redlands
Association
James Hoyt, Redlands
Association Cindy Gablin,
Redlands Association Larry
Rice
Robert Pearce
Sue Cook Hangar
24 Paul Cook
Hangar 24 Mark
Stanson Hangar
24

- I. CALL TO ORDER, ATTENDANCE, PLEDGE OF ALLEGIANCE:** The meeting was called to order at 5:30 PM by **Chair Ingrid Biglow** and was followed by Pledge of Allegiance.

PUBLIC COMMENTS:

Cindy Gablin of RAA gave a full synopsis of forthcoming Toys for Tots event on October 29th at the airport, 10 am – 3:00 pm, entry 'fee' will be an unwrapped toy for children in need. There will be planes at this venue, cars, motorcycles, food, in addition Hangar 24, Redlands PD & Fire as well as Sheriff's Aero-squadron Departments will attend. All activities will take place at the airport's West Ramp

- II. Approval of Minutes:** The minutes of August 3rd were approved on a motion by **Mr. Loy**, second by **Dr. Caley**, approved unanimously 4/0, (J. Oros late arrival)

III. PRESENTATIONS

A. Hangar 24 Charities Air Fest 2016 Debrief-Redlands PD

Lieutenant Mike Reiss stated that last year there were no major issues; a couple of minor disturbances, zero arrests, and traffic flow is increasingly better every year. He stated the traffic outlined 2016 will be used as a model for year 2017 and nothing major to report.

Chair prefaced that Ad Hoc had prepared a survey which was utilized and **Mr. Gablin** spoke in regards to positive comments and a few significant items that will be discussed at a next Ad Hoc meeting, (e.g. TFR and communicating this in a timely way to the aviation communities)

- B. Sue Cook presented: Next Air Fest** will be held on May 20th 2017, noon to 10:00 pm, where essentially the format will be the same, Redlands and airport businesses will get free space, free-four tickets per hangar. Ad-Hoc and Hangar 24 joint meetings are forthcoming, where detailed information shall be utilized as positive tools for Air Fest 2017. Sue Cook informed the AAB that a second year's donation for the airport is planned. Board members were asked to assist in a purposeful designation of this gift for the Redlands Airport.

IV. DISCUSSION AND POSSIBLE ACTION ITEMS

A. Establishment of AAB Airshow Ad-Hoc Committee

Chair requested for volunteers to serve on the Ad-Hoc and the following members are willing to serve: Mr. Pearce, Mr. Gablin, Mr. Loy, Mme Biglow and Mr. Hockenson (stand-in)

B. Motion to schedule monthly AAB Meetings

Discussions ensued among board members with various options regarding time whereas last board members agreed for staff to designate the time for monthly meetings. The board also discussed location and sanctioned to alternate between City Hall and Airport location

Mme Chair offered motion for City Council's consideration:

“Motion to schedule meeting time each and every month, as per recommendations in the Airport Business Plan and to alternate the meeting location between City Hall and the Airport, to encourage community participation,” second by **Mr. Oros**, approved unanimously
5/0

PS. These meetings would be scheduled via City Clerk's Office in accordance with customary practices, e.g. if no urgent agenda items, meeting would be adjourned.

V. NEW BUSINESS

A. AIRPORT BUSINESS PLAN

Mr. Hamilton spoke briefly that we are now building on the recommendations by Mr. R. Wiedermann & Associates, with the various items in the Business Plan.

Staff is carefully vetting items to consider all possible resources down the road. **Chair** mentioned that we: Liaison **James, Mr. Hockenson and Mr.**

Hamilton have met on two occasions (Sep 1st and 9th) and discussed various topics in the Business Plan; ex. one item being an office at the Airport Lobby, another hangar leases handled by City attorney.

B. Future AAB Community Outreach

Chair prefaced various opportunities where growth to the community

members is possible such as, of course a restaurant, industrial, market the airport terminal, recreation center, bike trails around REI. **Mr. Hamilton spoke on** yearly scheduled events already in place; Hangar 24-Air Fest, EAA-Young Eagles, RAA-Toys for Tots, Fly-INS or any other organized events, to help bring the community as a whole together.

VI. OLD BUSINESS

A. Redlands Municipal Airport Safety Seminar/Workshop

Mr. Hamilton This item is on the backburner and requires some coordination, as of right now and hopefully will be scheduled by the end of this year. The Lighting and Signage project has taken presidency. Safety is in the forefront, however due to limited staff there is internal cautionary private dialogue on safety with specific individuals in and around the airport.

Chair mentioned FSDO and **Mr. Gablin** spoke on many resources within the airport; WING program and Faast Team representatives at REI. **Chair** encouraged Mr. Hoyt, Mr. Larry Rice to write a synopsis to present to Q of L Dept. and to Mr. Hamilton regarding hot topics on Safety issues. On another note, the Hangar 24's gift, piece of Fire Equipment was demonstrated with good turnout. A follow-up to Mr. Hurtado; To negotiate and to inform Firefighting staff members how to maneuver around aircraft systems in the event of fire. Many airport event suggestions ensued; ex. Marathon, bike, musical, vintage car events.

B. Airport Land Use Compatibility Plan Update

Mr. Hamilton spoke on this, a repeated item on AAB agenda and hopes to fold the Land Use Compatibility Plan Update, with the update of Airport Master Plan ACIP and FAA's coordinated funding availability.

VII. STATUS REPORTS

A. Airport Facility Maintenance

Mr. Hamilton encouraged the members at the airport to contact to him directly in the event of any NEW issues. Any issues with Redlands Aviation, including weekends, Mr. Hamilton urged aviation community to contact him via an e-mail.

B. Dirt Stock Pile

San Bernardino County has put pressure on land owner, Patric Miles's assessment there is 20:1 ratio; 'dust-cloud' was addressed right away, removal of dirt is slow but sure.

C. Airport Permit

Caltrans, FAA re: Helicopter traffic pattern altitude was submitted in June 2016, conditions remain same until we hear from aviation agencies differently in approximately 90 days.

D. ACIP Projects and Grants

Mr. Hamilton regarding the lighting and signage project, FAA as well as Caltrans Division of Aeronautics awarded the City \$868,808 in grant funds for project construction. Bids were submitted; awarded RB Development, Big Bear City, CA see Council meeting 10/04/16 **Item K-5 Contract Award – Airport Lighting and Signage Project Page 3 of 5.**

E. Wash Rack

Mr. Hamilton this is an item that "is very near and dear to the airport community" but as of right now there is no funding for this item. **Mr. Gablin** "this issue is a compliance and storm water issue and we do wash our airplanes."

VIII. Adjournment at 6:30pm, to Next Regular AAB Meeting Wednesday, December 7th, 2016.

Submitted by: Ingrid Biglow, AAB Member

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

December 7, 2016

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

There was no Teleconference for this meeting.

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

Members Absent: John Oros
Miles Miller

Staff: Chris Boatman
Tricia Swope

City Council Liaison John James

Guests:
Cindy Gablin Bill Ingram
Ted Gablin Bob Pearce
Emily Holmes Joel Rothschild

I. CALL TO ORDER, ATTENDANCE, and PLEDGE OF ALLEGIANCE: The meeting was called to order at 5:30PM by Chair Ingrid Biglow and was followed by Pledge of Allegiance. (Government Code # 54953(b)(3).

PUBLIC COMMENTS: No Comments

II. Approval of Minutes
a. There was a motion to approve the October 5, 2016 minutes by board member **Kevin Hockenson**, seconded by **Ron Klinkebiel** and passed by all board members present 5/5.

III. Presentations
a. None

IV. Discussion and Possible Action Items

- a. **AAB Member Attendance – City Ordinance.** The AAB is requesting to add to its ordinance under section 2.18.030 under membership; appointment and Terms to reflect those similar to other city boards that consistent absence from the board will result in removal from the board.

Director Boatman clarified that the AAB can advise to City Council to remove the member if that member is not meeting the requirements. **James Caley** questioned if there is excused attendance, **Ingrid Biglow** indicated that yes there must be valid excuse indicated prior to the start of the meeting.

The AAB recommends the following Ordinance be amended with the following:
Any Board Member who is absent from any three (3) consecutive regular meetings of the board, unless excused from such attendance by the Board Chair expressed by action of record in its minutes, shall automatically forfeit his or her office as a member of the Board. The vacancy so created shall be filled pursuant to section 2.32.020 of this chapter for the unexpired portion of the term.

In addition to, the Board approved a change to amend the ordinance to indicate four (4) members of the Board constitutes a quorum, rather than three (3) members as incorrectly stated in the existing ordinance.

Ted Gablin – Expressed how this is important, and how it will improve effectiveness. Suggested that it may be more effective if the language in the ordinance were to be changed from 3 consecutive missed meetings, to 3 total missed meetings. **Jim Hoyt** – noted that there have been two members who have been absent for half the meetings, and that we have not had a full board all year. He is suggesting that the language reflect that if we go to 12 meetings per year and that members should be required to attend at least 10 meetings. If we remain at 6 meetings per year we should have no more than two missed meetings.

Bob Pierce – Expresses concern about situations that are not being addressed for example, car accident on the way to a meeting or a death in the family. He asks to consider outside factors that may impact a member from being present.

Director Boatman – urged the board to consider the language we have been provided is standard for the city. **Kevin Hockenson** - suggested that it should be in alignment with other boards and commissions the City has.

IV. Discussion and Possible Action Items (continued)

Kevin Hockenson made a motion to approve the ordinance language with requested changes, was second by **Ingrid Biglow** and motion carried with a 5/5 vote.

b. Airport Advisory Board Elections:

- i. **Chair Ingrid Biglow** has requested to postpone the elections until later in the coming year, as requested by the members who expressed interest.
John Loy- Requested to be added to the slate for Chair elections.

c. Phillip Ensley Special Event/Wedding request

- i. **Emily Holmes**- Plans to have her wedding on the west ramp on October 7th 2017. She is requesting a Tent along with catering at the event, and ceremony. She indicates her intent is not to disrupt the operations of the airport.

The adhoc committee regarding this event has recommended to the AAB to approve this event. **Emily Holmes** was made aware of other requirements for event, including issues and resolutions document that was created for Hanger 24 events.

Ron Klinkebiel board member made comment that this event had to be open to the public because it is at a public airport. **Bill Ingram** does not agree it has to be an open event it's permitted just like any other event. He urges the event to use access the far end temporary gate as to not limit coyote hanger access. Joel Rothschild states he is strongly in favor of the event, and feels it's no different than any other event. He wishes we don't make the couple have to jump through any additional hoops than any other City event. **Mr. Hooter** makes comment that since the event they are doing is in itself a private event but does not exclude the public from using the rest of the airport, similar to a public park. **Ted Gablin** mentions that Emily and Phillip are RAA members, and asks that city council moves this approval along.

Ingrid Biglow makes a motion to approve the October 7th 2017 Ensley wedding, second by **Kevin Hockenson**, and motion was carried with a vote of 5/5.

V. New Business:

a. Hanger 24 Charities Donations to Airport – Discussion

Ingrid Biglow recommends to use the money for a mobile vehicle to move the fire equipment at the airport and/or improve furniture in the lobby airport. **Ron Klinkebiel** asked if the furniture belonged to Redlands Aviation or the City, the City said they would have to verify that. **John Loy** made mention that if furniture is replaceable, that it's replaced with durable well-made items.

Jim Hoyt – indicated that the fire equipment is not very accessible or easy to use, and that since the fire truck was taken away for liability reasons that they would not give us any sort of vehicle to use. Suggested that the funds could be used for new signage, or fixing the gate.

Ingrid Biglow would like to be able to use the fire equipment that was provided, and **Director Boatman** will reach out the fire chief to help with this request. **Ted Gablin** stated there was liability would still apply to any drivable vehicle. An outside thought would be to have an equipment trailer to put the equipment on, so that anyone with a tow hitch could hook on and pull it to where the fire was.

Ron Klinkebiel mentioned the use of a gator or electric golf cart could be used to pull the fire equipment, and asked **Director Boatman** about who owned the furniture in the airport lobby. **Director Boatman** indicated that it is city owned and incorporated in the lease agreement with Redlands Aviation.

VI. Old Business

a. None

VII. Status Reports:

a. Airport Business Plan Updates – Director Boatman indicated that there are 29 leases that need updated and revisions. Letters went out with recommended new lease agreements. Will also had established regular FBO meetings. Code enforcement issues are being applied to airport to clean outside of hangers. Police department is working on signage for highway and code enforcement for parking at the airport. **John Loy** asked if there was any efforts for non-aviation related activities in hangers. **Director Boatman** indicated that there were conversations with council, and looking for guidance at this time. FAA has indicated that if there is no aviation use in a hanger it is a violation.

b. Airport Facility Maintenance – No Update

c. Dirt Stockpile – Meetings with Will Hamilton have happened

- d. Airport Permit – Director Boatman** indicated its still with FAA and Caltrans.
- e. ACIP Projects and Grants** – Are moving forward with Grant applications and City Council approvals
- f. Wash Rack** – No Update

Subcommittee meeting request by **Ingrid Biglow** for January 25, 2017 for Hanger 24 Charities. City stated they would work on this.

Ron Klinkebiel asked if the hanger painting will require hanger tenants to vacate their hangers. Director Boatman indicated it would be the exterior of the hangers. The City is looking at hiring painters to continuously work on the painting projects around the City as well as the airport.

VIII. Meeting Adjournment at 6:48pm, to next regular meeting on February 1, 2017

Submitted by Kevin Hockenson