

**Minutes of the Regular Meeting of Redlands Airport Advisory Board held at 5:00 PM
April 1st 2015**

This was a teleconference meeting; the teleconference locations were as follows:

- 1) City Council Chamber, 35 Cajon Street, Suite 2, Redlands, California and
- 2) Four Points by Sheraton Houston Hobby Airport, 8720 Gulf Freeway, Room 314, Houston, Texas 77017, (713)948-0800

Anyone wishing to address the Airport Advisory Board during this meeting could do so at either teleconference locations. All votes during the teleconference meeting were conducted by roll call.

MEMBERS PRESENT: Ingrid Biglow Chair
John Caton Vice-Chair
Miles Miller
John Oros

MEMBERS ABSENT: Dr. James Caley
Ron Klinkebiel
John Loy

STAFF: Ben Matlock, Senior Administrative Analyst
Tom Steele, Finance Department
Russ Dalzell, RPD Video Camera Systems Administrator
Eric Reeves, Airport Field Service Coordinator

GUESTS:
John James, City Council Member
Cindy Gablin
Ted Gablin
James Hoyt
Robert Pearce
George Lessard
Dennis Bell

I. CALL TO ORDER, ATTENDANCE, PLEDGE OF ALLEGIANCE

The meeting was called to order at 5:07 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. George Lessard provided comment regarding parking issues from individuals parking their cars, construction vehicles, and trailers at the Airport for over 96 hours. **Mr. Lessard** proposed a \$30.00 charge where parked vehicles extend 96 hours, during work related projects. **Chair** provided input noting that she had previously spoken to Mr. Boatman to review with Code Enforcement/Police department, regulatory, and pending Municipal code updates.

III. Certificate of recognition

- A. Board member John Caton received a Certificate of Recognition from the City and Mayor Foster for his service of two terms on the Airport Advisory Board, representing eight years of service to our communities.

IV. APPROVAL OF MINUTES:

February 4th

- Mme Biglow _____ Aye
- Mr. Caton _____ Aye
- Mr. Miller _____ Aye
- Mr. Oros _____ Aye

V. Status Report:

A. Bi-monthly Airport Activity Overview (QOL):

Eric Reeves provided an update of the Airport. He noted various maintenance projects completed at airport, and also noted that the City is working to replace the computer monitor in the lobby. Mr. Reeves stated 2 box hangars are available. **Mr. Lessard** provided a public comment that the waste oil tank had been improperly used by someone who had drained oil from diesel truck (non-aviation use) and was recently repaired. **Mr. Gablin** reported that land line phone in the lobby is not operating. **Mr. Hoyt** reported that main electric gate east of lobby is no longer tied in to timed closure system.

B. AIP funding and current project update:

Mr. Caton inquired about status of proposed development. **Mr. Reeves** said there were no updates. **Mr. Caton** also inquired about trees in the development of a clear zone for emergencies. **Mr. Matlock** said there are no such requirements from an FAA or City ordinance perspective. **Chair** again requested clarification of clear zone requirements, e.g. discrepancies of new developments on the south side of the airport, south of Sessums, east of Judson residential development. She believes the condition of development were for open space that would not include trees. **Mr. Pearce** reminded board members of conditions that may exist in the Cal Trans California Airport Land Use Planning Handbook. Several comments regarding open space were provided and the **Chair** asked that the City be vigilant on ensuring new development meets the necessary requirements. As such, it is recommended that this item remain on future agendas.

Mr. Matlock provided an update of the airport lighting project. He noted that the wiring was tested and found to be in good working order, and that the consultant noted no environmental issues related to the Kangaroo Rat. However, concurrence from the FAA and USFWS for the environmental issues is required before the City can proceed. In addition **Mr. Matlock** mentioned there are some challenges with the FAA about a PAPI on Runway 26 due to rising terrain less than 4 miles away. He noted that this could be a safety liability for the City and pilots, and would therefore require additional discussion regarding the risk before it can move forward. However, **Mr. Matlock** noted that San Bernardino International Airport has the same terrain

issue, but also has a PAPI. **Mr. Matlock** reported that he will be scheduling a workshop with the airport community to review the project with the consultant.

C. Update on Citrus Reservoir activities, including earthen stockpile located east of the Redlands Municipal Airport:

Mr. Matlock stated that there have been no noted changes relayed to the City, and that the County's Permit for the stockpile is still expected expire this year. **Mr. Gablin** provided public comment which noted that the stockpile removal has not visually changed since October, but that there is movement related to the construction of the Reservoir Project. **Chair** reported that she had contacted Mr. Rickard Brewer (Construction Supervisor II) of project Citrus Reservoir, and that they, as a board, may be able to schedule a group tour if there are interested airport parties will want to visit the site.

D. Airfest 2015 Update:

The **Chair** reminded Board members and audience members of applicant Ben Cook's comment to City Council that "Hangar 24 would be in 100 % compliance with any ordinance(s) City Council would ask of them." The **Chair** also noted that the "Issues and Resolutions Document" sanctioned by the Airport Advisory Board was presented to the City Council members on 03-05-15, but was not adopted in its entirety for the Airshow. She noted that airport member should continue to voice their recommendations.

Board member **Miller** inquired about the event's center line, the impacts to businesses, how have they been dealt with by Hangar 24, and the take-off and landing locations of the event aircraft. **Mr. Matlock** explained that a letter is being sent to airport community members with pertinent details of the event. However, he noted the following: the 300' crowd line was measured from the Centerline, as noted from FAA staff; the TFR closure is for a period of 4 ½ hours to facilitate the aviation performances, and; most planes would be located at Redlands, except for any high performance planes that exceed the landing limits of REI, which would instead likely be staged at San Bernardino International Airport. He also noted that Hangar 24 has been working with local businesses for the event.

AAB is requesting a debrief agenda item for June 3rd meeting, 2015.

VI. New Business

A. Financial Discussion:

Mr. Tom Steele gave an overview of the total revenue and expenses from the 2013-2014 airport financial status as of June 30, 2014, and also provided hard copy of the status. Chair requested attached copy be mailed to all Board members. **Mr. Lessard** provided public comment noting the financial picture of the airport, iterating that the airport has not cost the City any monies, and that it has been financially in "the black" for many years. (Attached copy of airport financial fund position year end June 30, 2013-14)

B. Security System Discussion – Police Video Cameras:

Video Camera System Administrator Russ Dalzell gave an overview of system currently in place, and a demonstration of what the camera is capable of seeing. All cameras in the City, including those at the airport, are on the same network. Three of the cameras are fixed, and two of the cameras are PTZ (panned tilt zoom) cameras, which can be manipulated by the operating dispatcher from the police department.

The demonstration showed that the cameras work very well and provide a high-quality picture of the airport, which includes the potential to zoom in the run-ups area, to record N-numbers, and to view vehicle details. The PTZ cameras face each end of the airport, and the fixed cameras record anyone coming or going through gated areas. As with all cameras, available light is the strength and weakness of the cameras. The RDP cameras have a memory capacity of 20 to 25 days, after that time the information is permanently gone. Officer Dalzell also noted that the PTZ cameras can be programmed to view any location, which allow for substantial flexibility with the system and makes it much more capable relative to older systems that had been at the airport. He also noted that there are no City cameras inside the Lobby; Redlands Aviation controls those specific cameras.

The Chair asked Officer Dalzell about the gate at the Lobby, to which he responded that he does not believe the electromagnetic gate locks at this time, but that it could likely be reactivated. **Mr. Reeves** will check if TSA and/or Homeland Security has any restrictions in regard to gate security. The Board and staff will need to research to see if any funding exists to possibly augment security measures on the airport property. Potential improvements could occur along Sessums to better record any acts of vandalism, as well as the Lobby.

C. Plane Wash Rack Discussion

Mr. Matlock had begun some research into other airports' wash rack systems and some of the requirements in the construction of a plane wash rack. However, a source of funding will be necessary prior to the implementation of a rack since they are not eligible for CIP funds. The Advisory Board recommended to keep this item on the agenda to allow for additional discussion as additional research is completed.

VII. Possible agenda items for next meeting:

- A. Approval of Minutes 04-01-15
- B. Status Reports
- C. Debrief 2015 Air-show
- D. Earthen stockpile, Citrus Reservoir update
- E. Lobby Camera funding
- F. Plane wash rack discussion
- G. New Board Member
- H. Pending review of Municipal codes

VIII. Adjournment to Next Regular Meeting Wednesday June 3rd, 2015

Date for next meeting: Next regular AAB meeting is scheduled for Wednesday June 3rd 5:00 P.M.

Meeting was adjourned 6:32 PM to **Next Regular Meeting Wednesday June 3rd, 2015**

Minutes submitted by:
Ingrid M. Biglow
Redlands Advisory Board Member