



Fallbrook Airpark Advisory Committee

Fallbrook Community Airpark ♦ 2155 South Mission Road ♦ Fallbrook, CA 92028 ♦ (760) 723-8395

Tom Wilson
Chairperson

Bob Hume
Vice Chairperson

Carl Morrison
*Fallbrook
Representative*

David Duffer
*Fallbrook
Representative*

Ken Kalbfell
*Fallbrook
Representative*

MINUTES

The meeting was called to order at 7:00 p.m. on August 7, 2017, at the Fallbrook Library, 124 South Mission Road, Fallbrook, California 92028.

ROLL CALL Members present represent a quorum.

Tom Wilson	Present
Bob Hume	Present
David Duffer	Present
Ken Kalbfell	Present
Carl Morrison	Present

COUNTY STAFF PRESENT

Peter Drinkwater, Director of Airports, County of San Diego Airports
Lee Ann Lardy, Real Estate Project Manager, County of San Diego Airports
Meadow Chase, Contract Fallbrook Airpark Manager

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

The minutes from the May 1, 2017, meeting were noted and approved. Motion to approve by Mr. David Duffer and Mr. Ken Kalbfell, passing with the ayes of all present.

DIRECTOR'S REPORT (Peter Drinkwater)

Mr. Peter Drinkwater presented a diagram depicting planned drainage improvements and control erosion on the south end of the runway, with the work to be performed over existing asphalt concrete and impacted runway shoulder. Mr. Drinkwater explained the work will require periodic runway closures and County and contract airport management staff will be providing a schedule for it as soon as it becomes available. He further explained a goal of County and contract airport management staff will be to provide one week of advance notice of planned

maintenance projects that involve runway closures through e-mail and AWOS recordings, with the applicable NOTAMs being issued 72 hours in advance.

Mr. Drinkwater also presented a draft of a proposed sign to be installed at the Fallbrook Youth Baseball Fields. The sign would inform its users the property belongs to Fallbrook Airpark. Mr. David Duffer motioned for Mr. Tom Wilson and Mr. Duffer to form a subcommittee to develop new concepts for the sign, including verbiage. Mr. Bob Hume seconded. The motion carried.

PROPOSED AMENDMENT TO LEASE WITH AIRCRAFT HANGAR MANAGEMENT, LLC (Lee Ann Lardy)

Ms. Lee Ann Lardy presented the proposed amendment to the lease with Aircraft Hangar Management, LLC.

The FAAC unanimously approved the following motion:

“Fallbrook Airpark Advisory Committee recommends the Board of Supervisors approve the proposed Second Amendment to aviation lease with Aircraft Hangar Management, LLC, a California corporation, as recommended by staff”

PROPOSED AMENDMENT TO LEASE WITH L18 AIRPARK, LLC (Lee Ann Lardy)

Ms. Lee Ann Lardy presented the proposed amendment to the lease with L18 Airpark, LLC.

Mr. Carl Morrison abstained from the vote due to his business connection to L18 Airpark, LLC. The FAAC majority approved the following motion, with an abstention:

“Fallbrook Airpark Advisory Committee recommends the Board of Supervisors approve the proposed Second Amendment to aviation lease with L18 Airpark, LLC, a California corporation, as recommended by staff.”

AIRPORT MANAGER 'S REPORT (Meadow Chase)

Ms. Meadow Chase reported the entry gate arm was torn down on Wednesday, June 28, 2017. Ms. Chase explained that the camera positioned in that direction did not capture who or what was responsible for the damage and will be replaced.

Ms. Chase reported weed abatement and erosion control at Fallbrook Airpark took place in late July along with mowing in early August. Mr. Carl Morrison stated there are weeds in need of mowing in the vacant lot between L18 Airpark, LLC, and Fallbrook Air Service and the slope leading from L18 Airpark, LLC, and Aircraft Hangar Management, LLC. Mr. Morrison raised the issue because, adjacent to some of the uncleared areas, there are aircraft that could be damaged substantially or destroyed should the brush catch fire. After some discussion of whether the property with the uncleared brush is County or leased property, Mr. Peter Drinkwater indicated the County should clear the brush and, if the property belongs to a lessee, charge the lessee later. Mr. Drinkwater directed Ms. Chase to submit a work order to

have the brush cleared as soon as possible. County and contract airport management stated they would investigate the issue and take action accordingly.

Presenting a historical graph depicting the monthly operations counts for three years prior, Ms. Chase reported the operations count as 1,092 for May 2017, 1,084 for June 2017 and 1,164 for July 2017.

REVIEW OF RUNWAY CLOSURE PROCEDURES (Carl Morrison)

Mr. Carl Morrison stated he felt a goal of County contract airport management staff should be to provide one week of advance notice of planned maintenance projects and runway closures through e-mail and AWOS recordings, with the applicable NOTAMs issued 72 hours in advance when practicable. Mr. Morrison requested that County and contract airport management staff first notify the Young Eagles and Civil Air Patrol prior to finalizing each maintenance project to help ensure no scheduling conflicts. Mr. Morrison stated that the Civil Air Patrol would provide Ms. Meadow Chase with a schedule of planned activities.

Mr. Morrison and others also raised the issue of the extended runway closure when the contracted services mower broke down inside the safety area of the runway. Questions were asked why an FBO on the airport or a business in town was not contacted to move the mower instead of waiting for the contractor to bring a towing vehicle from El Cajon. Mr. Peter Drinkwater agreed that efforts should have been made to move the mower sooner, so the runway could have been opened close to the NOTAM'd time.

The FAAC discussed unexpected runway closures with County and contract airport management staff. Both Mr. Morrison and Mr. David Duffer expressed the perception that the County is less reluctant to close the runway at Fallbrook Airpark than at other County airports. Mr. Peter Drinkwater stated he understood how one could have that perception and would look into runway closure procedures at Fallbrook Airpark. Mr. Peter Drinkwater stated he would investigate runway closure issues and review current runway closure procedures as they relate to Fallbrook Airpark. Mr. Morrison expressed a desire for all steps necessary to be taken to reopen the runway after unexpected closures.

REVIEW OF PROCEDURES FOR TAKING & POSTING MINUTES (Carl Morrison)

Mr. Carl Morrison requested the FAAC Chairperson be provided the draft minutes for his review prior to it being posted on the website of the County of San Diego. Mr. Tom Wilson asked that Ms. Chase e-mail the draft minutes to all committee members, not just him as the Chairperson. Mr. Morrison also requested any and all items asked by the FAAC to be included in the minutes be included as such.

DON ROSS CONCERNS (Don Ross)

Mr. Don Ross, a tenant of L18 Airpark, LLC, discussed safety in regard to the security camera positioned toward the gate arms, which will be replaced as explained by Ms. Meadow Chase. He discussed safety in regard to fire control and safety equipment on the airport, identifying a need

for weed abatement around fire hydrants and other areas. He discussed the issuance of NOTAMs prior to maintenance work commencing and radio communication between County Airports Maintenance and airport users. He also requested that the operations count from the previous three months between FAAC meetings be included in the minutes, along with the minutes currently published updated to reflect operations counts and committee approval. Attachment 1 provides the list of concerns that was presented by Mr. Ross and brief explanations as to what has been or will be done to address each concern.

NEW BUSINESS

There was no new business.

COMMITTEE MEMBERS' COMMENT

There were no comments from the committee members.

ADJOURNMENT

The location and date were set for next meeting on November 6, 2017, at the Fallbrook Library, 124 South Mission Road, Fallbrook, California 92028. Mr. Bob Hume made a motion for the meeting to be adjourned at 9:20 p.m. Mr. David Duffer seconded. The motion carried.



By _____
Meadow Chase, FAAC Secretary

ATTACHMENT 1

To the Fallbrook Airpark Advisory Committee (FAAC),

Below is the list of concerns that was presented by Mr. Don Ross, audience member and tenant of L18 Airpark, LLC, at the last FAAC meeting that took place on Monday, August 7, 2017. I have included brief explanations below as to what has been or is being done by County of San Diego Airports staff and contract airport management staff to address each concern:

- Mr. Ross briefly mentioned a concern for safety with regard to County-owned security cameras not capturing who or what damaged the entry gate arm on two separate occasions. As I stated at the last FAAC meeting, the issue had already been identified. The security camera he referred to is the one positioned in the direction of the gate arms and has since been replaced. We are near completion of the camera upgrade.
- Mr. Ross stated Pages 5 and 6 were missing from the FAAC Rules of Procedure on the website of the County of San Diego. County Airports staff promptly confirmed all 8 pages are uploaded and available to the public for their viewing.
- Mr. Ross expressed a concern for fire safety with regard to weed overgrowth in both leased and non-leased areas of Fallbrook Airpark, specifically around fire hydrants. County Airports Maintenance staff cleared the fire hydrants and probation crews cleared the weeds in various areas on County property, including the corner leading from L18 Airpark, LLC, that Mr. Doss frequently refers to as “The Triangle”. I also promptly contacted our leaseholders about identified weed abatement issues and reminded them of their responsibility to regularly maintain their leaseholds in the interest of fire safety. They have complied, and my staff and I will continue to work with them to make sure any future issues are identified and addressed in a timely manner.
- Building on what was discussed shortly before his presentation, Mr. Ross stated there was a need for greater advance notice of maintenance projects, specifically those requiring runway closures. As County Airports staff and I stated at the FAAC meeting, our goal will continue to be to provide one week of advance notice via e-mail and AWOS recordings for maintenance projects requiring runway closures. The appropriate NOTAMs will be issued 72 hours in advance of the projects. My staff and I have and will continue to also notify major pilot groups such as the Civil Air Patrol and Young Eagles to help ensure no scheduling conflicts arise. For the smaller projects at Fallbrook Airpark, we continue to work with County Airports Maintenance staff to make sure the appropriate NOTAMs and advisories are given to airport users prior to the projects commencing.
- Mr. Ross stated there was a need for greater radio communication between County Airports Maintenance staff and airport users, referring to a situation in which he had to wait for a backhoe before taxiing to the runway for takeoff. He had stated the backhoe in question was not equipped with a beacon. After investigating further, we found the backhoe was equipped with a two-way radio as I stated at the FAAC meeting as well as an orange and white checkered flag, as permitted under County Airports Policies and Procedures. In the interest of further promoting safety, I have also asked all County

Maintenance staff to report their positions and intentions more frequently when operating on or near the runway and taxiways.

- Mr. Ross stated the operations counts from the previous three (3) months had not been included in the “Airport Manager's Report” and meeting minutes. I will do so at future meetings and in the meeting minutes.
- Mr. Ross stated the information on the bulletin board outside the Administration Office had not been updated to reflect the change in contract airport management. I have updated both County bulletin boards. My staff and I have also provided lessees with new business cards to post on their own bulletin boards and invited them to post their information on our bulletin boards.
- Mr. Ross stated the meeting agendas had not been posted on the door of the Administration Office. I will do so for future meetings at least 72 hours in advance.
- Mr. Ross stated that several of the minutes from previous meetings had not been updated and were still reading “DRAFT”. County Airports staff has uploaded the final meeting minutes with committee changes and approval.

Regards,

Meadow Chase
Contract Airport Manager
Fallbrook Community Airpark