

MINUTES
RIVERSIDE AIRPORT COMMISSION MEETING
Airport Terminal Building Conference Room
Wednesday, March 9, 2016, 3:00 p.m.

Members Present - Commissioners Combe, Courts, Evans, Plocher, Robles, Sheth

Members Excused - Schmel, Stewart, Torres

CALL TO ORDER

Chairman Combe called the meeting to order at 3:04 p.m.

ITEM NO. 1: PUBLIC COMMENT

There was no comment from the public.

ITEM NO. 2: NEWLY APPOINTED MEMBER OF THE AIRPORT COMMISSION

Chairman Combe introduced Commissioner Dilesh Sheth. Commissioner Sheth is Director of Traffic and Transportation for Albert A. Webb Associates, and also serves as Vice President. Commissioner Sheth has worked in Riverside County for more than 20 years, and recently moved into the City of Riverside. Commissioner Sheth resides in the Canyon Crest neighborhood (Ward 2).

APPROVAL OF MINUTES

ITEM NO. 2: MINUTES OF FEBRUARY 10, 2016

A MOTION WAS MADE by Commissioner Courts to Accept the Minutes of February 10, 2016. The motion was **SECONDED** by Commissioner Evans. **ALL AYES**, Commissioners Combe, Courts, Evans, Plocher, Robles, Sheth.

DISCUSSION AND ACTION ITEMS

ITEM NO. 4 ELECTION OF 2016 OFFICERS

The Nominating Committee recommended Commissioner Combe as Chairperson and Commissioner Evans as Vice-Chairperson for the 2016 Officers. There were no other nominations.

A MOTION WAS MADE by Commissioner Plocher to accept the recommendation of the Nominating Committee. **SECONDED** by Commissioner Courts. **ALL AYES** for Chairperson; Commissioners Combe, Courts, Evans, Plocher, Robles, Sheth. **ALL AYES** for Vice-Chairperson; Commissioners Combe, Courts, Evans, Plocher, Robles, Sheth.

ITEM NO. 5: LEASE AGREEMENT - RIVERSIDE EXECUTIVE AIRPARK LLC

Airport Manager Kim Ellis presented the report on the lease agreement with Riverside Executive Airpark, LLC for the west side project. After negotiations were finalized, minor changes were made to the agreement. The City Attorney is currently reviewing the revised contract. Ellis outlined the terms. The 40-year lease agreement includes two, 25 year options. Revenue from the project will include \$282,268 per year from ground lease, with an annual rent increase of 2% for 5 years and also, fuel flowage fees. Ellis stated the project will generate more than 11 million dollars of revenue over 40 years, and will be the biggest development project at Riverside Airport.

Commissioner Plocher inquired what amount of square footage of the project is bringing in \$282,000 of revenue per year. Ellis answered the project lease amount is based on .03 cents per square foot - approximately 18 acres of land. All revenue collected from the West Side project will remain at the Airport. Commissioner Plocher noted the project will add significantly to the airport's revenue stream and also increase flight operations. Ellis added the revenue will be used for airport maintenance.

Commissioner Evans asked if the standard rate for fuel flowage fee will be applied. Ellis assured the Commission that the current rate of .05 cents per gallon sold will be the same, as it is for all fuel providers at Riverside Airport.

There was discussion on the relocation of the Cal Baptist University Aviation Sciences staff and aircraft. A training facility proposed for CBU will offer a 2-story building for education and hangar/tiedown space for 15 planes. The 727 jet secured for workshop use will remain at its current location. Plocher conveyed the West Side development project will put Riverside on the map.

With the report diagram, Ellis described plans for the hangars, facilities. There was discussion on the existing amenities, such as utilities and an access road. Ellis explained the infrastructure is in place for installation of hangars and other structures. Commissioner Evans asked about the timeline of the project. Ellis explained the next steps are: 1.) approval by the transportation subcommittee and, 2.) approval by the City Council, anticipated to be scheduled in May.

The developer will be responsible for design, construction, and permits associated with hangars, office buildings, aircraft ramp, lighting, underground infrastructure, taxiway connections, and vehicle parking. The developer is also responsible for tenant attraction, ongoing management, care and maintenance of the site.

Chair Combe asked if there is room for the development of another similar-sized project at the airport. Ellis spoke about the possibility of developing the north side. Discussion continued on the probability of large projects at the airport.

A MOTION WAS MADE by Commissioner Plocher to accept the report for the 40-year lease agreement with Riverside Executive Airpark LLC at Riverside Municipal Airport. **SECONDED** by Commissioner Courts. **ALL AYES**; Commissioners Combe, Courts, Evans, Plocher, Robles, Sheth.

Commissioner Torres arrived at approximately 3:50 p.m.

COMMITTEE REPORTS

ITEM NO. 6: RIVERSIDE AIRSHOW - 2016 AIRSHOW COMMITTEE REPORT

Erik Lindgren representing the 2016 Riverside Airshow gave an update to the Airport Commission. The lineup is set and the list of aerobatic performers includes Julie Clark, John Collver, Chuck Coleman, Spencer Suderman, Jon Melby, and Dr. Frank Donnelly. Also scheduled: the Jet Car, Riverside Police Air Support demonstrations, and the C-17 from March Air Reserve Base. There will also be static displays of the F-18, a B-17 a DC-3 and several vintage war birds. In addition, there will be a classic car show of more than 300 vehicles, hosted by the Inland Empire Car Club. Ellis added he is in contact with the California Coast Guard to have Coast Guard Aircraft on display. Various groups such as the Boy Scouts, CBU students, Police Explorers and the Civil Air Patrol are participating by volunteering to help with parking and other areas. Lindgren encouraged those present to join Commissioners Stewart and Courts in volunteering. Next year will be the 25th annual Riverside Airshow and Lindgren is working to have aerobatic pilot Sean Tucker perform.

AIRPORT MANAGER'S REPORT

ITEM NO. 7: OPERATION AND ACTIVITY UPDATE

Ellis updated the Airport Commission on activities impacting the Airport. Airport operation statistics were provided. Expenditures and revenue of the current budget was discussed. Flight operations in January were down, possibly due to inclement weather, particularly the wind.

Negotiations for the West Side project continue. The agreement is anticipated to be reviewed and approved by City Council sometime in May, 2016. The lease agreement for California Aviation Services has been renewed. An RFP to select an on-call engineering design consultant will be posted by May or June of 2016. A table top exercise for emergency response at the Airport is scheduled for 10:00 a.m. on Wednesday, March 16, 2016.

The Wings of Freedom Tour is scheduled to arrive at Riverside Airport on Monday, May 2nd and remain until Wednesday, May 4th. The Wings of Freedom Tour is a circuit of iconic World War II vintage aircraft organized by the Collings Foundation. The foundation provides "living history" events and presents historical artifacts and content that enable Americans to learn more about their heritage through direct participation. A B-17, B-24 and P-51 will be on the ramp for display. Tours will be available in the morning for the public, and reserved flights will be scheduled in the afternoons.

On March 28, 2016 the Boards and Commissions Reception will be held at the Riverside Convention Center. Airport Commissioners are invited to attend and bring one guest. Outgoing Commissioner Yeager will be acknowledged.

Chairperson Combe will present a brief report on Airport Commission activities to City Council on Tuesday, April 26, 2016. The last report to City Council was on November 18, 2014. Current Airport Commissioners are invited to attend.

FUTURE AGENDA ITEMS

Chair Combe discussed the April meeting. There was consensus to cancel the April meeting due to a lack of sufficient agenda items.

ITEM NO. 8: ADJOURNMENT

The next meeting will be May 11, 2016 at 3:00 P.M.

The meeting adjourned at approximately 4:04 P.M.

As recorded.