

**MINUTES**  
**RIVERSIDE AIRPORT COMMISSION MEETING**  
**Airport Terminal Building Conference Room**  
**Wednesday, May 8, 2019, 3:00 p.m.**

Members Present - Commissioners Couch, Courts, Contreras, Bloch, Thompson, Randleman

Members Absent - Greene, Butler, and Vazquez

**CALL TO ORDER**

Chairman Courts called the meeting to order at 3:14 p.m.

Pledge of Allegiance

**ITEM NO. 1: PUBLIC COMMENT**

No public comment requests

**ITEM NO. 2: RIVERSIDE AIRPORT CAFÉ- MEET AND GREET**

Leimamo Taylor, new owner of The Riverside Airport Café gave a brief overview of the challenges and accomplishments of owning the new restaurant located at the Riverside Airport. Taylor gave a historical background on the experiences and skills acquired before taking ownership of the cafe. Taylor also identified the differences that make the café distinctive from the previous ownership.

**APPROVAL OF MINUTES**

**ITEM NO. 3: MINUTES OF APRIL 10, 2019**

**A MOTION WAS MADE** by Commissioner Couch to approve the Minutes of April 10, 2019. The motion was **SECONDED** by Commissioner Bloch. **AYES**, Commissioners Couch, Courts, Bloch, Contreras, Thompson and Randleman.

**DISCUSSION AND ACTION ITEMS**

**ITEM NO. 4: AIRPORT COMMISSION AGENDA TRAINING 2019**

Administrative Analyst Megan Stoye provided a brief overview of

meeting agenda components and elaborated on the structure, format and definition of agenda items. Stoye then gave insight into the Brown act and the timing associated with deadlines as it relates to submission of commission meeting minutes, agendas and reports.

#### **AIRPORT MANAGER'S REPORT**

##### **ITEM NO. 5: OPERATION AND ACTIVITY UPDATE**

Stoye addressed the Airport Commission on the Airport Managers Report by addressing operations, budget, Council action items and Airport events since last Commission meeting.

Stoye identified the budget appropriation impact on expenditures and revenue projections. Commissioner Couch asked if the capital improvement projects have recorded in budget expenditures as of the reporting date. Stoye confirmed that Capital Improvement Projects including the CCTV conversion and Terminal Building observation deck rehabilitation are not captured in the expense report as of the report development date.

Commissioner Randleman inquired on the specific location of the proposed hangar complex awarded to Raincross Fuel & Oil, Inc.

Commissioner Couch inquired about details associated with the approved agreement amendment with Mead & Hunt allowing the Airport to market approximately two (2) acres of land on the north side of the Airport. Stoye explained that the amendment with Mead & Hunt was strictly an amendment to the existing Master Consultant Agreement with Mead & Hunt to update the Airport's Master Plan and research the viability of the two (2) acre parcel within the Airport Master Plan.

**A MOTION WAS MADE** by Commissioner Randleman to accept the Airport Managers Report as read. The motion was **SECONDED** by Commissioner Thompson. **AYES**, Commissioners Couch, Courts, Bloch, Contreras, Thompson and Randleman.

#### **FOLLOW UP ITEM**

##### **ITEM NO. 6: AIRPORT REVENUE FUND BALANCE**

Analyst Stoye identified the Airport revenue fund balance as a reserve for capital improvement projects and unforeseen repairs. Stoye gave the Commissioners examples of how, when and where the fund balance was used. Discussion followed.

#### **ONGOING ISSUES**

None at this time.

**MISCELLANEOUS ANNOUNCEMENTS**

Stoye informed the Commission of the May 7<sup>th</sup> departure of the Commemorative Air Force D-Day Doll to Normandy, France. The D-Day Doll will join WWII aircraft in remembrance of the 60<sup>th</sup> anniversary of the D-Day landing.

Stoye also spoke about a possible relocation and time change to the current Airport Commission schedule. The next scheduled meeting on July 10, 2019 could be possibly held at the City Hall Council Chambers. Stoye eluded the change is a result of mandated recording of all board and commission meetings. More information will be provided to commissioners when available.

**FUTURE AGENDA ITEMS**

None at this time.

**ITEM NO. 7: ADJOURNMENT**

The meeting adjourned at approximately 4:06 P.M.

As recorded.