

**MINUTES**  
**RIVERSIDE AIRPORT COMMISSION MEETING**  
**Airport Terminal Building Conference Room**  
**Wednesday, February 8, 2017, 3:00 p.m.**

Members Present - Commissioners Bloch, Combe, Courts, Mill,  
Plocher, Robles, Sheth, and Stewart

Members Absent - Schmel

**CALL TO ORDER**

Chairman Combe called the meeting to order at 3:05 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 Eden R. Boch as the newest member of the Airport Commission. Commissioner Bloch is a pilot, self-employed and currently lives in Ward 7. Commissioner Bloch has agreed to serve the next full term, which ends in 2021.

**APPROVAL OF MINUTES**

**ITEM NO. 3: MINUTES OF DECEMBER 14, 2016**

The meeting scheduled for January 11, 2017 was canceled due to not having a quorum present. **A MOTION WAS MADE** by Commissioner Stewart to Accept the Minutes of December 14, 2016. The motion was **SECONDED** by Commissioner Plocher. **ALL AYES**, Commissioners Bloch, Combe, Courts, Mill, Plocher, Robles, Sheth, and Stewart.

**COMMISSION ABSENCES**

**ITEM NO. 4: DISCUSSION AND ACTION REGARDING MEETING ABSENCES**

**A MOTION WAS MADE** by Commissioner Stewart to excuse the absences of Commissioners Plocher and Schmel at the meeting of December 14, 2016. The motion was **SECONDED** by Commissioner Sheth. **ALL AYES**, Commissioners Bloch, Combe, Courts, Mill, Plocher, Robles, Sheth, and Stewart.

## DISCUSSION AND ACTION ITEMS

### **ITEM NO. 5: AIRPORT COMMISSION MISSION STATEMENT**

After discussion, **A MOTION WAS MADE** by Commissioner Stewart to accept the following as the Mission Statement for the Airport Commission: The Riverside Airport Commission serves the residents of Riverside, via the City Council, in their desire to have a world-class airport serving the best interests of the community by providing guidance and support to Airport Staff to effectively and efficiently manage airport finances and facilities. The motion was **SECONDED** by Commissioner Courts. **ALL AYES**, Commissioners Bloch, Combe, Courts, Mill, Plocher, Robles, Sheth, and Stewart.

## COMMITTEE REPORTS

### **ITEM NO. 6: NOMINATING COMMITTEE - 2017 OFFICERS**

Chair Combe discussed the Officers for 2017 and reminded the Airport Commission that the election for Chair and Vice-Chair must be held at the March meeting, according to the bylaws. **A MOTION WAS MADE** by Chair Combe to nominate Commissioner Courts as Chair and Commissioner Plocher as Vice-Chair for 2017.

### **ITEM NO. 7: OUTREACH COMMITTEE**

#### **A) VISION STATEMENT**

At the December meeting, Chair Combe had invited Commissioner Stewart to present a Vision Statement for the Outreach Committee. After discussion, Commissioner Stewart recommended the following as a Vision Statement: The mission of the Riverside Municipal Airport Outreach Committee (RMAOC) is to create, initiate and coordinate community outreach programs throughout the city and region, particularly through other community organizations. The RMAOC will foster programming in which committee members engage members of the public in a manner that focuses on advancing a positive view of the Airport and goodwill of the Airport Commission and its members, the Airport and General Aviation. There was a consensus to accept the proposed Vision Statement as a draft for the Outreach Committee.

#### **B) OUTREACH EFFORTS**

Outreach efforts were discussed by Commissioner Stewart. A date will be proposed in the near future for a clean-up event at the Airport. The committee will work with Airport Staff. Commissioner Stewart encouraged the Commission members to offer ideas. Discussion followed.

## AIRPORT MANAGER'S REPORT

### **ITEM NO. 8: OPERATION AND ACTIVITY UPDATE**

Airport Manager Kim Ellis updated the Airport Commission on activities impacting the Airport. Ellis reviewed expenses and revenue of Airport operations.

Traffic count total for 2016 ended lower than the past year; however, January was particularly high, despite the weather. There were 500 more flights in January, 2017 than January, 2016. Ellis discussed possible reasons why the Aircraft Operations was down 4% in 2016.

City Council approved the recommendation to award a Professional Master Consulting Services Agreement to Mead & Hunt, for on call consulting services for a term of five (5) years. Mead & Hunt staff will be on call for construction management of the apron and runway project. The bid for the project is anticipated to be posted sometime in May of 2017. An updated rehab design for the apron and runway is anticipated to be completed by April, 2017. The Commission will be updated on the phasing of the apron and runway project.

Work continues for the City Hall helipad markings and lighting upgrades.

A contractor will be selected to make repairs to the Airport Terminal observation deck. Unfortunately, work will not be completed by the date of the Airshow, April 1, 2017. Staff continues to consult with the contractor.

The RFP for the Hangar Paint Project is expected to be posted soon, and the project anticipated to begin by early summer.

Airport Staff is planning an education fair, slated for May 20, 2017 to be held at the Riverside Airport. Various schools with aviation-related programs will be invited to set up displays. Focus will be on college-bound high school junior and senior class students. School districts and individual private schools will be contacted in order to invite local students. Members of the Airport Commission are encouraged to participate in the planning of the event.

Commissioner Mill announced his resignation from the Airport Commission. Riverside Mayor Bailey had recently requested the appointment of Commissioner Mill to the City's Planning Commission.

Commissioner Sheth announced his resignation to accept a seat on the Transportation Committee. Commissioners Mill and Sheth will continue to support the Riverside Airport and the annual Riverside Airshow. The City Clerk's Office staff will recruit to fill the vacant seats.

**MISCELLANEOUS ANNOUNCEMENTS**

**ITEM NO. 9: RIVERSIDE AIRSHOW - 2017 AIRSHOW COMMITTEE UPDATE**

In lieu of the absent Airshow Committee representative, Ellis updated the Airport Commission. Airport Staff continues to assist the Airshow Committee on the Riverside Airshow, scheduled to be held on April 1, 2017. This is the 25<sup>th</sup> anniversary of the Airshow. There will be approximately 60 food and merchandise vendors. Commissioner Courts is attending the Airshow Committee meetings. The committee has requested that members of the Airport Commission volunteer to run the Lost And Found desk, as was done last year. Commissioner Stewart discussed the success of last year's volunteer efforts by local Boy Scout troops. There was discussion regarding the possibility of having portable ATMs temporarily installed in the Airport Terminal Building.

**FUTURE AGENDA ITEMS**

2017 Officers Election

The Boards and Commissions Reception will be held on Monday, March 27, 2017 at 5:00 P.M. at the Riverside Convention Center. Members of the Airport Commission are invited to attend and bring a guest.

**ITEM NO. 10: ADJOURNMENT**

The next meeting will be March 8, 2017 at 3:00 P.M.

The meeting adjourned at approximately 3:49 P.M.

As recorded.