



# Airport Commission

City of Arts & Innovation

**TO: HONORABLE COMMISSIONERS** **DATE: SEPTEMBER 12, 2019**  
**FROM: GENERAL SERVICES DEPARTMENT**  
**SUBJECT: AIRPORT MANAGER'S OPERATION AND ACTIVITY REPORT**

**ISSUE:**

Receive a report on the Riverside Municipal Airport's operations and activity for the period of July 2018 to June 2019.

**RECOMMENDATION:**

That the Airport Commission receive this report on Riverside Municipal Airport operations and activity for the period of July 2018 to June 2019.

**BACKGROUND:**

The Airport Manager's Operation and Activity Report is provided to inform the Airport Commission (Commission) about operations, City Council actions, events, meetings and other issues concerning the Riverside Municipal Airport (Airport).

**DISCUSSION:**

This update includes information about Airport operations, financials, activities, events, and investment in infrastructure.

Key Operational and Financial Statistics

**Operations:**

<b>Aircraft Operations (takeoffs and landings)</b>			
<b>Year over Year</b>	<b>Jan – Jul 2018</b>	<b>Jan – Jul 2019</b>	<b>Year to Date</b>
	68,832	67,118	(2%)
<b>Monthly</b>	<b>July 2018</b>	<b>July 2019</b>	
	9,283	11,741	26%

**Financials:**

<b>REPORTING PERIOD: July 1, 2018 – June 30, 2019</b>					
	<b>BUDGET</b>	<b>EXPENDED</b>	<b>YEAR TO DATE</b>	<b>PROGRAMMED YEAR TO DATE</b>	
<b>Expenditures</b>	\$1,603,471	\$ 1,322,204.87	82%	\$1,603,471	100%
	<b>BUDGET</b>	<b>RECEIVED</b>	<b>YEAR TO DATE</b>		
<b>Revenue</b>	\$1,562,007	\$ 1,652,866.76	106%	\$1,562,007	100%

NOTE: Expenditures/Revenue for FY 2018/19 are unaudited.

**Recent and Upcoming City Council and Committee Actions:**

On July 16, 2019, City Council approved the 12<sup>th</sup> Amendment for the Van Buren Golf Center. The Amendment increases rent by \$100 per month for the next three years.

Upcoming Council actions:

Staff is in discussion with StratosShare, Inc. to allow the pre-positioning of up to 10 hydrogen powered vehicles in the Airport parking lot. The vehicles will be available to the general public by reservation, similar to common rental car arrangements. StratosShare, Inc. does not intend to install a refueling station at the Airport. No City Council date for this agreement has been determined.

In compliance with Federal Aviation Administration (FAA) requirements, staff negotiated a Through the Fence Agreement between California Baptist University (CBU) Aviation Department, the FAA, and the Airport. The agreement will allow CBU students and staff to access Airport grounds through the use of a gate to be installed on the property line of the Airport and CBU aircraft maintenance facility. Through the Fence agreements are required by the FAA to ensure that off-airport aviation businesses do not have an unfair business advantage over on-airport businesses.

In February 2019, staff issued a Request for Proposals (RFP) for the development of aircraft hangars at the corner of Gemende Drive and Flight Road. The RFP sought an entity to construct hangars on approximately 50,000 square feet of aircraft apron. The area is currently used for aircraft tie-downs. Raincross Fuel and Oil was selected and negotiations for the lease were completed in July 2019. The ground lease agreement will include an initial term of 20 years with two 10 year options to extend. No date has been set for Council to approve the ground lease.

**Other activities and events**

1. On May 29, 2019, Convergent Technologies, LLC began camera installation for the Closed Circuit Television System (CCTV) project. Through the system upgrade, the Airport will replace outdated equipment with approximately 20 CCTV cameras. The system installation was completed on July 23, 2019 and will assist in enhancing security at the Airport.

2. On June 8, 2019, the Airport hosted a “Walk with the Mayor” event where over 50 members of the local community joined Mayor Bailey on a 1.5 mile walking tour of the Airport. The walk included a tour of Airport grounds, a hands-on experience in a new aircraft flight simulator at California Baptist University School of Aviation and opportunity to visit the newly renovated Riverside Airport Café.
3. The contractor selected through Bid No. 7618 to repair the Airport Terminal patio deck was unable to meet City of Riverside vendor insurance requirements. Staff will reissue the Bid in FY 2019-20.
4. A Supplemental Agreement with Mead & Hunt, Inc. to prepare construction specifications for the repair of pavement at the Port-a-Port aircraft tie-downs was developed in August 2019. The project specifications will be attached to bid documents issued by the Airport in late summer or early fall. Dependent on cost, this project may be completed in two phases over fiscal years 2019-20 and 2020-21.
5. A Supplemental Agreement with Mead & Hunt, Inc. to prepare documents requesting the FAA approve the release of approximately 2.5 acres of land on the north side of the Airport from aviation use to non-aviation use was developed in May 2019. The intent of the project is to allow for solicitation of an entity to build a small business style hotel and associated support business. Staff have already been in contact with two potential developers that are very interested in the property.
6. Due to on-going problems with the consistency of the Airport’s perimeter gate access system, staff installed a new gate access control system. New equipment has been purchased and installed. Access cards are being prepared for tenants and it is anticipated the new system will be fully functional by September 2019.
7. Staff are reviewing prospective updates to Riverside Municipal Code, Chapter 12- Airport Regulations. The proposed updates were recently sent to all Airport tenants for feedback. The rules address topics including security procedures at perimeter gates, aircraft fueling and hazardous material disposal. Staff will submit the final draft of the proposed rules for Commission review and acceptance prior to submission for Council approval.

**FISCAL IMPACT:**

There is no fiscal impact associated with receiving this monthly activity report.

Prepared by: Kim Ellis, Airport Manager  
Approved by: Carl Carey, General Services Director  
Approved by: Moises Lopez, Deputy City Manager