

**MINUTES**  
**RIVERSIDE AIRPORT COMMISSION MEETING**  
**Airport Terminal Building Conference Room**  
**Wednesday, July 11, 2018, 3:00 p.m.**

Members Present - Commissioners Combe, Courts, Greene, Vazquez and Bloch

Members Absent - Commissioner Millen, Thompson

**CALL TO ORDER**

Chairman Courts called the meeting to order at 3:06 p.m.

**ITEM NO. 1: PUBLIC COMMENT**

General Services Deputy Director Shari Call introduced herself followed by each Airport Commissioner providing a quick introduction of themselves.

**APPROVAL OF MINUTES**

**ITEM NO. 2: MINUTES OF JUNE 13, 2018**

**A MOTION WAS MADE** by Commissioner Combe to Accept the Minutes of June 13, 2018. The motion was **SECONDED** by Commissioner Vazquez. **AYES**, Commissioners Combe, Courts, Greene, Bloch, and Vazquez.

**ITEM NO. 3: DISCUSSION AND ACTION ITEM- MEETING ABSENCES-COMMISSIONER MILLEN**

Discussion arose about attendance policy and repercussions in the matter of consecutive absences during scheduled commission meetings. Commissioners reviewed the City of Riverside Board/Commission Attendance Policy Resolution No. 23035 handout, discussion followed. Recommendation was made by all that Commissioner Bloch would contact Commissioner Millen and inquire about her future on the Airport Commission. Resolution tabled for next meeting.

Commissioner Combe asked Airport Manager Kim Ellis for clarification on what constitutes a quorum. Ellis confirmed that future research was needed to make clear quorum minimums based on a full commission or if Ward seats were vacant.

**ITEM NO. 4: DISCUSSION AND ACTION ITEM- CODE OF ETHICS ANNUAL REVIEW**

Commissioners reviewed the City of Riverside Municipal Code Chapter 2.78, Code of Ethics and Conduct for the Mayor, members of City Council, and all members of appointed boards, commissions and committees.

All Commissioners present were in agreeance that the City of Riverside Municipal Code Chapter 2.78 was understood and respected.

Commissioner Green asked for clarification of what constitutes a violation of the Brown act related to communication between Commissioners. Commissioner Combe identified that communication between two or more Commissioners would violate the Brown Act and questions about the processes work would not be a violation. Discussion followed.

**AIRPORT MANAGER'S REPORT**

**ITEM NO. 4: OPERATION AND ACTIVITY UPDATE**

Ellis started the Airport Mangers Report by highlighting the aircraft operations numbers. Ellis identified the increase at the calendar year half-way point as up well over 10% from last year.

Ellis reviewed with the commission the financial report that included expenditure and revenue figures as of May 30, 2018. Ellis gave an overview of the current budget figures, with an update of the fiscal year closing numbers for next commission meeting.

Ellis updated the Airport Commission on the recent and upcoming City Council action items referring to the June 26, 2018 City Council report to approve a Federal and State grant request for design of Taxiway J, the July 10, 2018 City Council report to approve a Supplemental Agreement with Mead & Hunt, Inc. for Airport Consultant Services, and the August 28, 2018 City Council report to approve the Ground Lease Agreement between the City of Riverside and NextGen Flight Academy Westside Development Project.

Ellis invited all Airport Commissioners to attend the July 12, 2018 Transportation Committee Meeting and the July 19, 2018 Community Development Meeting associated with the Westside Development presentations.

Ellis summarized the California Red Tails Open House held on Saturday June 23, 2018 from 10 a.m. - 2 p.m. The event was well attended by

150 attendees.

Ellis provided an update on current Airport investments including the pavement rehabilitation at the Upper Port-A-Port apron. Ellis reiterated safety and security as paramount at the Airport, highlighted by the replacement air field signage and CCTV security cameras upgrade project that was scheduled to go out to bid in mid-July 2018.

Combe requested clarification as to what agency was responsible for air field sign replacement, the FAA or the Airport. Ellis confirmed that signage was the responsibility of the Airport and fell under the purview of maintenance and repair.

**MISCELLANOUS ANNOUNCEMENTS**

Commissioner Bloch identified a possible schedule conflict for the September 12, 2018 Airport Commission Meeting and possible absence.

**FUTURE AGENDA ITEMS**

Possible resolution on Commissioner Millen's participation as a City of Riverside Airport Commissioner.

**ITEM NO. 6: ADJOURNMENT**

The meeting adjourned at approximately 3:45 P.M.

As recorded.