



*City of Arts & Innovation*

# Airport Commission

**TO: HONORABLE COMMISSIONERS**

**DATE: JULY 13, 2016**

**FROM: GENERAL SERVICES DEPARTMENT**

**SUBJECT: AIRPORT MANAGER'S MONTHLY OPERATION AND ACTIVITY REPORT**

**ISSUE:**

To receive a monthly report from the Airport Manager on Riverside Municipal Airport operations and activity.

**RECOMMENDATION:**

That the Airport Commission receive this report on Riverside Municipal Airport operations and activity.

**BACKGROUND:**

In order to keep the Airport Commission (Commission) informed about operations impacting the Riverside Municipal Airport (Airport), statistics on Airport operation and safety are provided with information about upcoming events and various other Airport issues.

**Events**

No events at this time.

**City Council:**

- On June 7, 2016, City Council awarded a Professional Consultant Services Agreement to Mead & Hunt of Ontario, California in the amount of \$117,613 to provide design services for an aircraft apron and runway rehabilitation project. Mead & Hunt will also develop the construction bid documents and assist with responding to questions during construction bid phase.
- On July 12, 2016, staff is preparing to bring before City Council for consideration approval of a ground lease for Raincross Fuel and Oil, Inc. This ground lease will encompass approximately 7,000 square feet and be used to construct two aircraft hangars. This item was presented to the Transportation Committee on June 9, 2016 with unanimous support.
- On July 26, 2016 staff is preparing to bring before City Council for consideration D&D Airport Café's request to exercise its option to extend their lease agreement for an additional five year term.

This report was prepared before City Council final determinations of some of the above items.

Other Issues:

- Airport staff is working with the City Attorney's office to update language for aircraft tie down and hangar lease agreements.
- Airport staff is prepared to submit its application to the California Department of Transportation for a \$5,425 State Matching Grant for design services associated with the aircraft apron and runway rehabilitation. City Council approved the grant application on April 5, 2016 and subsequently awarded a Professional Consulting Agreement for design services on June 7, 2016. This is the final step in the Federal Aviation Administration grant process for the aircraft apron and runway rehabilitation project.
- West Side Development: The Airport Manager will provide an update on the status of ground lease agreement which was scheduled for presentation to Transportation Committee and City Council in April. At the request of the developer, approval of this matter has been postponed.
- At the Commission's request, staff has scheduled a Strategic Planning Workshop for September 21, 2016, from 8 a.m. – 12 p.m. The Strategic Planning Workshop will be followed in the afternoon with a regular Commission meeting. Both sessions will be open to the public and noticed accordingly.
- Staff met with Economic Development and Marketing to discuss future marketing for the Airport. Attached is the draft strategy for the upcoming fiscal year.

Statistics

Category	FY 2015 – 2016 Budget	July 2015 – May 2016 Actual	Variance
Expenditures – Planned	\$1,169,555	\$1,015,782	87%
Revenue – Projected	\$1,194,100	\$1,407,927	117%
Fuel Flowage Fee	\$20,000	\$16,325	82%

	July 2014- May 2015	July 2015 – May 2016	Variance
Transient Parking Fee	\$1,040	\$2,125	104%

AIRCRAFT OPERATIONS		
May 2015	May 2016	Variance
10,520	9,381	-11%

The table below identifies anticipated issues for future Commission meetings.

<i>Item</i>	<i>60 days</i>	<i>90 days</i>	<i>120 days</i>
On-Call Engineering Consultant Selection		X	
Hangar Painting Request for Bids		X	
Lease Amendment for Van Buren Golf Center	X		
Hangar Paint Project			X
Strategic Planning Workshop			X

**FISCAL IMPACT:**

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

Prepared by: Kim Ellis, Airport Manager  
Approved by: Carl Carey, General Services Director  
Approved by: Marianna Marysheva-Martinez, Assistant City Manager

Attachment: Airport Marketing Strategy Update