

**MINUTES**  
**RIVERSIDE AIRPORT COMMISSION MEETING**  
**Airport Terminal Building Conference Room**  
**Wednesday, September 12, 2018, 3:00 p.m.**

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

Members Absent        - None

**CALL TO ORDER**

Chairman Courts called the meeting to order at 3:03 p.m.

**ITEM NO. 1:        PUBLIC COMMENT**

No public comment recorded.

**APPROVAL OF MINUTES**

**ITEM NO. 2:        MINUTES OF JULY 11, 2018**

**A MOTION WAS MADE** by Commissioner Bloch to Accept the Minutes of July 11, 2018. The motion was **SECONDED** by Commissioner Greene. **AYES**, Commissioners Combe, Courts, Greene, Bloch, Contreras and Vazquez.

**AIRPORT MANAGER'S REPORT**

**ITEM NO. 3:        OPERATION AND ACTIVITY UPDATE**

Airport Analyst Megan Stoye started the Airport Managers Report by breaking down the current Aircraft Operations numbers by giving a comparison of monthly and up to date yearly figures.

Stoye went over the financials report that included fiscal year ending expenditures and revenue numbers as of June 30, 2018. Stoye outlined expenditures that exceeded the approved budget due to emergencies. Commissioner Combe asked about the Commemorative Air Force roof repair expenditure and how long under the current lease agreement would it take to recoup the cost of the repair. General Services Director Carl Carey discussed that it would take some time to recover the costs of said repairs under the current rental agreement. Commissioner Greene inquired about the current projected budget and if unexpected emergencies were built into the budget. Stoye confirmed that monies

are "earmarked" for anomalies, however large expenditures such as the roof replacement over repair were not planned. Stoye identified the Airport is exploring asset management software that will assist in identifying asset replacement and repair timelines and allow for budget expenditure projections. Commissioner Thompson asked if any big budget items have been forecasted for this fiscal year. Stoye stated a possible impact could be an air conditioner replacement could be in the future.

Stoye updated the Commission about the August 28, 2018 City Council approval between the City and NextGen Flight Academy on a Ground Lease Agreement for development of hangar/office space on 18 acres of Airport land and the Airport as a host location for the City-wide "Take your Child to Work Day" on August 2, 2018. Stoye invited all to the upcoming second annual Mini Maker Faire on Saturday September 22, 2018 in the main terminal.

New Ward 3 Airport Commissioner Al Contreras gave a quick introduction. All Commissioners gave introductions and welcomed Contreras to the Airport Commission. Possible Ward 5 Airport Commissioner who was present also gave a brief introduction.

Thompson asked for clarification on the attendance policy for the City's Boards and Commissions. Airport Manager Kim Ellis identified the City of Riverside Board/Commission Attendance Policy Resolution # 23035 Item # F in which three unexcused, consecutive absences or if a board/commission member is absent for more than one-third of the regularly scheduled meetings in a calendar year the member could be dismissed from a City of Riverside Board or Commission.

Commissioner Bloch emphasizes a concern of neglected aircraft on the east end of the Airport. Bloch did state that one aircraft has recently been removed.

**ITEM NO. 4: CITY COUNCIL RECCOMENDATION FOR UPDATE ON AIRPORT LEASING PROGRAM**

This item has been tabled for the next Airport Commission Meeting scheduled for October 10, 2018.

**FUTURE AGENDA ITEMS**

Discussion followed about a possible group tour of the Airport as the regular scheduled Commission meeting on November 14, 2018

**ITEM NO. 5: ADJOURNMENT**

The meeting adjourned at approximately 3:47 P.M.

Next Airport Commission Meeting scheduled for Wednesday October 10, 2018 at 3:00 P.M. in the Airport Terminal Building Conference Room.

As recorded.