



City of Arts & Innovation

Airport Commission

TO: HONORABLE COMMISSIONERS

DATE: JANUARY 13, 2022

FROM: GENERAL SERVICES DEPARTMENT

SUBJECT: AIRPORT MANAGER'S OPERATION AND ACTIVITY REPORT

ISSUE:

Receive a report on the Riverside Municipal Airport's operations and activities for the period of July 2021 to November 2021.

RECOMMENDATIONS:

That the Airport Commission receive this report on Riverside Municipal Airport operations and activities for the period of July 2021 to November 2021.

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

Aircraft Operations:

Aircraft Operations (Takeoffs and Landings)			
Year over Year	Jan – Nov 2020	Jan – Nov 2021	Year to Date
	109,721	107,031	-2.5%
Monthly	Nov 2020	Nov 2021	
	10,277	9,353	-9%

Financials:

REPORTING PERIOD: July 1, 2021 – November 30, 2021					
	BUDGET	EXPENDED	YEAR TO DATE	PROGRAMMED YEAR TO DATE	
Expenditures	\$2,177,054	\$1,119,035	51%	\$865,967	40%
	BUDGET	RECEIVED	YEAR TO DATE		
Revenue	\$2,040,429	\$704,517	35%	\$850,179	42%

NOTE: Expenditures/Revenue for FY 2020/21 are unaudited.

Recent City Council and Committee Actions:

As of the publication date of this report, it is anticipated that the City Council will have approved the Master Professional Consultant Services Agreement with Mead & Hunt, Inc. This Agreement will provide for an on-call consultant for services including airport project design, construction management and environmental studies. The term of the Agreement is five years with a contract amount not-to-exceed \$500,000.

Upcoming City Council and Committee Actions:

Staff will request City Council approval of a First Amendment for the Riverside Airport Café lease. In light of the increased business the Café has experienced, the Café requested additional outside seating capacity. Staff negotiated with the Café to increase their leasehold footprint to include the area immediately beneath the patio deck and add bar-style seating along the north block wall of the Café's existing lease. The Lease Amendment will add approximately \$28,500 in additional rent revenue over the 10-year term of the lease, increasing the total rent to approximately \$305,458. This rent does not include the monthly 6.75% of gross sales paid by the Café.

Other activities and events

No activities or events took place during the reporting period.

STRATEGIC PLAN ALIGNMENT:

The **Airport Manager's Operation and Activity Report** contributes to Strategic Priority No. 5 *High Performing Government* and Goal No. 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** - The Airport fosters community trust by regularly reviewing federal guidelines and regulations to ensure operational safety.

2. **Equity** - Riverside Municipal Airport ensures equitable access to Airport resources.
3. **Fiscal Responsibility** – This Report provides information describing the financial status of the Airport as a snapshot in time and compares that picture with past performance.
4. **Innovation** – The **Airport Manager's Report** provides a timely account of activities undertaken to ensure the Airport is well-situated for future growth.
5. **Sustainability and Resiliency** – This Report provides information to the community on the Airport's investment in safeguarding Airport resources and assets. ,

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: Kris Martinez, Assistant City Manager

Attachment: Presentation