

**MINUTES**  
**RIVERSIDE AIRPORT COMMISSION MEETING**  
**ART PICK COUNCIL CHAMBER & VIRTUAL**  
**Thursday, November 18, 2021, 1:00 p.m.**

Members Present - Butler, Contreras, Gibbs, Randleman and Vazquez

Members Absent - Bloch, Couch and Greene

Commissioner Vazquez called the meeting to order at 1:00 p.m.

Pledge of Allegiance

**ITEM NO. 1: PUBLIC COMMENT**

None at this time

Roll Call

**CONSENT CALENDER**

**ITEM NO. 2: MINUTES OF SEPTEMBER 9, 2021**

**ITEM NO. 3: ABSENCE OF COMMISSIONER COUCH ON SEPTEMBER 9, 2021  
COMMISSION MEETING**

**ITEM NO. 4: ABSENCE OF COMMISSIONER VAZQUEZ ON SEPTEMBER 9, 2021  
COMMISSION MEETING**

**ITEM NO. 5: ABSENCE OF COMMISSIONER CONTRERAS ON SEPTEMBER 9, 2021  
COMMISSION MEETING**

**A MOTION WAS MADE** by Commissioner Contreras approving the minutes of the September 9, 2021 meeting. **A SECOND WAS MADE** by Commissioner Butler. **AYES**, Commissioners Butler, Contreras, Gibbs, Randleman and Vazquez.

**A MOTION WAS MADE** by Commissioner Vazquez to excuse the absences of Commissioners Couch, Vazquez and Contreras from missing the September 9, 2021 Airport Commission Meeting. **A SECOND WAS MADE** by Commissioner Gibbs. **AYES**, Commissioners Butler, Contreras, Gibbs, Randleman and Vazquez.

## **DISCUSSION CALENDER**

### **ITEM NO. 6: ANNUAL BROWN ACT TRAINING**

This item has been postponed for a future commission meeting.

### **ITEM NO. 7: AIRPORT ON CALL DESIGN CONSULTANT**

Airport Manager Kim Ellis requested the Airport Commission recommend to City Council the Professional Consultant Services Agreement with Mead & Hunt, Inc. to provide planning, design, and construction management services to the Airport. Ellis spoke about the five-year term of the agreement, not to exceed \$500,000. Ellis then proceeded to give an overview of the upcoming projects at the Airport, such as the Taxiway A rehabilitation. Commissioner Contreras asked about what the rehabilitation entails. Ellis explained that the project is part of the 5-year capital improvement plan, where design and construction is split by 2 years. Ellis also spoke about future projects such as a service road around the perimeter of the Airport, pavement repairs on runway 9/27 and possible asphaltting of the alleyways between hangars. Contreras asked where the traffic would be diverted when the repairs to runway 9/27 are underway. Ellis stated that the majority of traffic would use the crosswind runway 16/34 during the project. Contreras then asked about a timeline if available on these projects. Ellis did not have one at this time.

**A MOTION WAS MADE** by Commissioner Contreras to recommend that City Council approve a Master Professional Consultant Services Agreement with Mead & Hunt Inc. **A SECOND WAS MADE** by Commissioner Butler. **AYES**, Commissioners Butler, Contreras, Gibbs, Randleman and Vazquez.

### **ITEM NO. 8: AIRPORT MANAGER'S OPERATION AND ACTIVITY UPDATE**

Ellis gave an overview of the Airport Managers Report starting with Airport Operations. Ellis stated that the operation numbers are better than what they appear on the report, showing a slight increase from last month's report. Contreras asked if the installation of the California Baptist University's simulator has affected in seat flights. Discussion followed.

Ellis spoke about the current budget numbers ending as of September 30, 2021.

Ellis discussed the Tuesday November 16, 2021 City Council approval of 100% fully funded Federal Aviation Administration Grant money of \$59,000 to be used for various repair projects around the Airport.

Ellis gave a construction update on the patio deck project that has been under construction since May of this year. Ellis eluded to the fact that construction supplies have been hard to come by, which has stretched this project out longer than expected. Ellis said that final inspection has found one small issue to rectify and the completion of the project should be within the next 5-10 days.

Ellis then informed all how the Airport Managers Report supports the five Cross-Cutting Threads of the City's Strategic Plan, such as Community Trust and Resiliency.

Contreras asked how the local community would be notified and informed of the change of air traffic due to the upcoming runway repairs. Ellis said several outlets were available such as the Airport Commission Meetings, Ward-3 City Councilmember Fierro updates, email blasts and Airport monthly newsletter broadcasts. Contreras asked if flyers or mailers were possible to communicate with the community. Ellis said that could be a possibility with collaboration with Riverside Public Utilities billing statements.

Vazquez asked Commissioner Randleman about his concern over the Airport Rules and Regulations discussed during the September 9, 2021 Airport Commission Meeting. Randleman stated that he sent an email to Airport Management specifically related to movement area on the ramp and airport operations. Vazquez thanked Randleman for his input.

## **COMMUNICATIONS**

### **ITEM NO. 9: ITEMS FOR FUTURE CONSIDERATION**

Annual Brown Act Training

Vazquez confirmed with all that the next regularly scheduled Airport Commission Meeting is scheduled for Thursday December 9, 2021 virtually or in person at 3:00 pm. Vazquez handed the floor to Airport Customer Service Representative Michael Dean, who explained how Commissioners are notified of Commission Meetings, such as mailings, emails and appointments. Vazquez asked if Commissioners were having problems getting information about meeting times and dates. Commissioner Gibbs stated that communication between the Airport of meeting times and dates was clear and appropriate.

Randleman asked whether the December meeting was traditionally dark or will we skipped since we have historically met every other month this year. Ellis stated we have cancelled some monthly meetings due to lack of agenda items and it is a possibility that the December meeting could be cancelled.

The meeting adjourned at approximately 1:33 P.M.

Adjournment to December 9, 2021 at 3:00 pm at Art Pick Council Chamber and Virtually.

As recorded.