

MINUTES
RIVERSIDE AIRPORT COMMISSION MEETING
Airport Terminal Building Conference Room
Wednesday, June 10, 2015, 2:30 p.m.

Members Present - Commissioners Courts, Evans, Plocher, Schmel,
Torres, and Young

Members Excused - Commissioners Combe, Stewart and Yeager

CALL TO ORDER

Vice Chairman Evans called the meeting to order at 2:43 p.m.

ITEM NO. 1: PUBLIC COMMENT

Marlene Odebralski, Field Day Chairperson of the Riverside County Amateur Radio Association (RCARA) and assistant Jeni Barcliff introduced themselves. Ms. Odebralski invited the Airport Commission to the Field Day exercise at Martha McLean-Anza Narrows Park, Saturday, June 27, 2015. The Field Day is a 24 hour exercise for amateur radio operators to practice making contacts with other operators all over the world. The event also allows radio operators to display their emergency communications capabilities. Members of the RCARA are sworn disaster service workers and volunteers. They provide emergency communications in catastrophes, public service communications at community events and supplemental communications when normal systems are rendered inoperable or overloaded. This year's Field Day marks the beginning of RCARA's 60th Anniversary. The public is invited to observe the demonstrations, contests and displays.

The RCARA has partnered with Riverside County Radio Amateur Civil Emergency Service (RACES), the City of Riverside Emergency Management Office and its Community Emergency Response Teams (CERT), Troop 2 Riverside Boy Scouts and the American Radio Relay League to provide presentations, tours, brochures, and information on amateur radio and emergency preparedness for the public. There is no charge for this event and it is open to everyone.

Ms. Odebralski spoke about the various radio devices, and showed an example of a small hand-held. There was discussion about the range and at times, depending on various factors, the range can reach as far as 9,000 miles.

Flyers for the Field Day were distributed. An official kick-off is scheduled for 12:00 PM until 3:00 PM. Anyone interested in learning about amateur radio is encouraged to attend.

APPROVAL OF MINUTES

ITEM NO. 2: MINUTES OF APRIL 8, 2015

The meeting scheduled for May 13, 2015 was canceled due to not having a quorum present. **A MOTION WAS MADE BY** Commissioner Young to Accept the Minutes of April 8, 2015. The motion was **SECONDED** by Commissioner Courts. **ALL AYES**, Courts, Evans, Plocher, Schmel and Young.

DISCUSSION AND ACTION ITEMS

There were no Discussion and Action Items to discuss.

COMMITTEE REPORTS

ITEM NO. 3: AD-HOC COMMITTEE UPDATE

Commissioner Courts will meet with Commissioners Plocher and Stewart. Due to scheduling conflicts, they were unable to meet before the June Airport Commission meeting. The report was tabled for the next scheduled Airport Commission meeting.

CITY COUNCIL ACTIONS

Airport Manager Ellis briefly discussed an upcoming City Council report for the Asphalt Rehabilitation Project.

AIRPORT MANAGERS REPORT

The traffic report for May operations was distributed. It was noted there was an increase of air traffic. The success of the flight training schools is having some influence on the activity.

Ellis is working with two flight schools to modify approach patterns in order to alleviate consistent traffic over a neighborhood south of the Airport.

There will be a quarterly budget report presented at the next scheduled meeting.

Ellis briefly updated the Airport Commission on the Marketing Plan for the Airport. There will be a full report to be presented at the next scheduled Airport Commission meeting in July.

Commissioner Rodrigo Torres arrived at approximately 3:00 p.m. Vice Chair Evans welcomed Commissioner Torres of Ward 7.

New tie-down spaces were created for two flight schools. Additional space for aircraft storage was needed, as CBU Flight School and Riverside Flight Academy have both increased their fleets.

Airport Operations is close to completing the new separate chain tie-down system for aircrafts stored on the ramp. The tie-down method of anchoring aircraft is a standard, preventive measure to secure airplanes. To safeguard aircraft from wind and weather damage, airplanes are anchored with chains or cable. Two of the Airport's flight schools have been converted over from the cable system to the new individual chain system of tying down aircraft. Ellis stated the new tie-down method is safer for pedestrians walking the ramp, such as during the Airshow.

CONSTRUCTION AND PROJECT UPDATE

In the last 8 months, 33 lamps on the apron were replaced with new LED lights. There are 14 more to go, and 24 lights in the parking lot are also scheduled to be replaced. A significant savings of electrical use is anticipated and the cost savings will be allocated for future in-house projects. In addition, LED lighting will provide a brighter and wider light spread.

Commissioner Plocher asked about the RFP for the West Side Project. The submittal deadline for the RFP will close the following day: June 11, 2015 at 10:00 a.m. The City of Riverside Procurement and Contract Specialists will receive all proposals at that time. A review by a panel will be scheduled soon after. There was discussion regarding the bid awarding process. Assistant Director Carl Carey explained bids that have not met the requirements are deemed non-responsive. Commissioner Plocher asked if only one proposal is received, how will the bid process be competitive. Ellis explained that if all the RFP requirements are met, rates and other details will be negotiated.

ON GOING ISSUES

ITEM NO. 4: AIRSHOW COMMITTEE UPDATE

There was no one in attendance to represent the Airshow Committee. Staff will contact the Airshow Committee and request a report on the 2015 Riverside Airshow to be presented at a future Airport Commission meeting.

MISCELLANEOUS ANNOUNCEMENTS

Carl Carey discussed the difference between subcommittees and ad-hocs. A quorum is half of the members plus one. In the case of the Airport Commission, a quorum is five or more commissioners, as there are 9 occupied seats. An ad-hoc is usually created for updates, spontaneous, one-time meeting, attended by less than a quorum. If a Standing Subcommittee meeting or an ad-hoc meeting is attended by a quorum, it is an official meeting and requires notification, in which the public is invited to attend. Vice Chair Evans clarified that when the ad-hoc meets to discuss the newly proposed Subcommittee, no notice is required as there are only 3 commissioners attending.

Commissioner Plocher noted that the Airport Commission is traditionally dark in August.

There was discussion on changing the meeting time. Proposal to update the Standing Rules of the Airport Commission to change the meeting time will be discussed at the next scheduled meeting.

FUTURE AGENDA ITEMS

Airshow Committee Update

Ad-Hoc Committee

Meeting Time

ITEM NO. 5: ADJOURNMENT

The next meeting will be July 8, 2015 at 2:30 P.M.

The meeting adjourned at approximately 3:16 P.M.

As recorded.