

Wednesday, September 9, 2015, 2:30 p.m.

Members Present - Commissioners Combe, Courts, Evans, Stewart,  
Yeager

Members Excused - Commissioners Plocher, Schmel, Torres, Young

**CALL TO ORDER**

Chairman Combe called the meeting to order at 2:59 p.m.

**ITEM NO. 1: PUBLIC COMMENT**

Mike Lindgren, Chair of the 2015 Riverside Airshow introduced himself and gave a summary. The aeronautical performances were well-received and there were no problems. A new organization ran the car show. Approximately 80,000 visitors attended the airshow and more than 350 volunteers participated. There was discussion on the number of attendees.

Commissioner Yeager arrived at approximately 3:02 p.m.

The Airshow Committee relies heavily on the efforts of volunteers. In the past, local service clubs and high schools provided most of the volunteers. Mr. Lindgren stated Cal Baptist University offered the largest amount of volunteers this year. The Airshow Committee is very grateful for the assistance provided by all the participants who volunteer their time. Mr. Lindgren spoke about former Airport Commissioners who had contributed their time in helping the Airshow. The current Airport Commissioners were invited to volunteer. The date of the next Riverside Airshow will be April 2, 2016. Mr. Lindgren spoke about scheduling challenges, as the Easter holiday, school vacations and other air show dates must be considered. The next March Air Reserve Base (MARB) air show, "Thunder Over The Empire" is scheduled for April 30 and May 1, 2016. Planes Of Fame at Chino Airport usually hosts their air show in early May, however will probably push back the date so as not to coincide too closely with the air show at MARB.

Commissioner Evans asked about accommodations. Mr. Lindgren replied the committee has established a good relationship with Harvest Church, to access the church parking lot, adjacent to the Airport. The challenges ahead for air shows at Riverside Airport are the newly-installed hangars and the West Side Project, as both may limit parking space for attendees.

Bob and Debbie Hanson introduced themselves. The Hansons frequently

fly in and out of Riverside Airport, and would like to see the Airport grow. Mr. and Mrs. Hanson appreciate the location and the amenities offered at Riverside Airport.

Commissioner Evans introduced Dr. Paul Foster, an Aviation Safety Inspector and FAASTeam Program Manager with the FAA, based at the Flight Standards District Office (FSDO) located at Riverside Airport. Dr. Foster hosts monthly safety meetings for pilots and airport users. Commissioner Evans invited Dr. Foster to discuss responding to an airport incident or accident. The FAA and National Transportation Safety Board (NTSB) investigate accidents. There was discussion on the difference between 'incidents' and 'accidents' and various scenarios. By law, the NTSB must investigate every 'accident.' Discussion followed.

There was discussion regarding emergency drills and what the Airport can do to avoid runway incursions. Commissioner Yeager asked about a simulated plane crash exercise organized at Riverside Airport a few years ago with Police, Fire and First Responders. Commissioner Combe asked if there was a budget set aside for drills. Discussion continued regarding an emergency drill every two years.

#### **APPROVAL OF MINUTES**

##### **ITEM NO. 2: MINUTES OF JULY 8, 2015**

**A MOTION WAS MADE BY** Commissioner Yeager to Accept the Minutes of July 8, 2015. The motion was **SECONDED** by Commissioner Evans. **ABSTAINED**, Stewart. **ALL AYES**, Combe, Courts, Evans, and Yeager.

#### **DISCUSSION AND ACTION ITEMS**

##### **ITEM NO. 3: AIRPORT COMMISSION STANDING RULES REVISION - MEETING TIME**

The Airport Commission discussed amending the Airport Commission Standing Rules relating to the meeting start time. Section 6A of the Airport Commission Standing Rules states that meetings are held on the second Wednesday of each month at 2:30 p.m. Due to the long commute distances for several Commissioners, the scheduled meeting start time is regularly delayed at least 15 minutes so as to allow Commissioners sufficient time to arrive.

**A MOTION WAS MADE** by Commissioner Yeager to amendment Section 6A of the Airport Commission Standing Rules to change the meeting start time from 2:30 p.m. to 3:00 p.m. **SECONDED** by Commissioner Evans. **ALL AYES**, Combe, Courts, Evans, Stewart, and Yeager.

The Standing Rules will be updated to reflect the new meeting time. Chair Combe will execute the document and Staff will file with the City Clerk.

**ITEM NO. 4: ANNUAL REVIEW OF CODE OF ETHICS AND CONDUCT**

In 2012, the City Council established a Code of Ethics and Conduct for elected officials and members of appointed boards, commissions and committees. Resolution No. 22461 requires that the Mayor, City Manager, City Attorney and the Chairs of all Boards and Commissions meet annually with the City's Governmental Affairs Committee to assess the effectiveness of the Code and its application. Members of the Airport Commission were encouraged to provide comments on the Code and to communicate those comments to the City Council. Discussion followed.

It was decided that if an Airport Commissioner wishes to comment, they are to contact Staff by the following Monday. The item is scheduled to be considered by the City Council on Tuesday, September 22, 2015. Comments will be forwarded to the City Clerk. Chair Combe reiterated the comments will come from individual members of the Commission, and not as an Airport Commission consensus.

**AIRPORT MANAGER'S REPORT**

**ITEM NO. 5: OPERATION AND ACTIVITY UPDATE**

To keep the Commission informed, Airport Manager Kim Ellis provides regular updates with an overview of the operations, safety issues, and details related to events hosted at the Riverside Municipal Airport. Ellis shared the revenue and expenditures budget summary for Airport operations between Fiscal Years 2014 and 2015. Traffic count for the month of July, 2015 was slightly lower than the same month, the year before; however, higher than June, 2015.

There was discussion regarding notification to emergency incidents at Riverside Airport. Ellis stated that an emergency response notification structure is being established. Notifications to the Commission about emergencies that do not involve City assets or are outside the Airport will be made by the Airport Manager, or his designee, as soon as possible. Discussion followed.

**ITEM NO. 6: APRON AND HANGAR REHABILITATION, WESTSIDE PROJECT AND AIRPORT LIGHTING UPGRADES**

Ellis updated the Commission on ongoing and future capital improvement projects at Riverside Municipal Airport. The Apron Rehabilitation Project has been postponed for a year. Due to limited FAA funding availability, the original apron rehabilitation project

will be separated into two phases: Phase 1 - Engineering/Design and Phase II - Construction. FAA grant funds are expected be available.

A Request for Proposal (RFP) is being prepared to paint the exterior of four hangar rows and one building: the Parflight and Griffin/Munksgaard hangars, plus the Civil Air Patrol/Flying Kolers facility. If necessary, this project can be completed in multiple phases.

A response to the RFP for the proposed 21 acre Westside Project was received. The interview panel agreed to pursue negotiations with Riverside Airpark Associates; those discussions are ongoing.

Lighting upgrades continue in the main parking lot near the terminal building. The Riverside Public Utilities offers a 50% rebate to offset the LED light material costs. Project completion was expected in September 2015; however, installation has been postponed to October 2015 due to material procurement delays.

**ITEM NO. 7:        MARKETING AND BRANDING - REQUEST FOR INPUT ON AIRPORT NAME**

At the July 2015 Airport Commission meeting, there had been discussion to change the Airport's name from Riverside Municipal Airport to Riverside Regional Airport. It was determined that dialogue regarding marketing, branding and renaming the Airport will continue over the next couple of meetings to allow further review of the Westside Project proposal. Ongoing discussions will include selection of a Westside Project developer, economic development and other key stakeholder input.

Staff is proceeding with limited print advertising in the "This is Riverside" magazine, select trade publications and a press release distributed to travel writers showing how the Airport should be preferred for access to many tourist attractions in the area. The Commission was asked to provide feedback on the marketing and branding plan for the Airport, and also input on the Riverside Municipal Airport name as it relates to marketing and branding.

**FUTURE AGENDA ITEMS**

**ITEM NO. 8:        ADJOURNMENT**

The next meeting will be October 14, 2015 at 3:00 P.M.

The meeting adjourned at approximately 4:20 P.M.

As recorded.