

MINUTES
RIVERSIDE AIRPORT COMMISSION MEETING
Airport Terminal Building Conference Room
Wednesday, October 14, 2015, 3:00 p.m.

Members Present - Commissioners Combe, Courts, Evans, Plocher,
Schmel, Stewart, Torres, Yeager

CALL TO ORDER

Chairman Combe called the meeting to order at 3:05 p.m.

ITEM NO. 1: PUBLIC COMMENT

There were no comments from the public.

APPROVAL OF MINUTES

ITEM NO. 2: MINUTES OF SEPTEMBER 9, 2015

A MOTION WAS MADE BY Commissioner Stewart to Accept the Minutes of September 9, 2015. The motion was **SECONDED** by Commissioner Plocher. **ALL AYES**, Combe, Courts, Evans, Plocher, Schmel, and Stewart.

AIRPORT MANAGER'S REPORT

ITEM NO. 3: OPERATION AND ACTIVITY UPDATE

Airport Manager Kim Ellis updated the Airport Commission with an overview of Airport operations and activity. Ellis shared the latest traffic count. The month of September, 2015 was slightly lower than the same month, the year before. Activity is anticipated to increase in the next few months.

Commissioner Yeager arrived at approximately 3:10 p.m.

In order to establish a series of drills and exercises concerning the Airport or aviation within the City of Riverside, staff continues to work with City departments responsible for emergency response. These exercises are planned for the first quarter of 2016. The Airport Commission will be updated.

Commissioner Plocher spoke about a power outage he experienced at Ontario Airport, prompting a discussion about procedure and the use of backup power generators at commercial airports. In regards to outages at Riverside Airport, there are no generators. Staff

anticipates adding the funding for a backup power generator, specifically for the airport runways to the Airport Capital Improvement Plan.

Commissioner Torres arrived at approximately 3:15 p.m.

Ellis announced that a public seminar on drone operations is being coordinated with the Federal Aviation Administration, Riverside Police Department and Riverside Fire Department. Recently, there have been requests for approval to fly drones within 5 miles of Riverside Airport. The increased use of commercial and private Unmanned Aircraft Systems (UAS or drones) makes it necessary for the public to understand federal rules and guidelines for safe operations in populated areas and near the airport. The UAS public education seminar will be held December 5th 2015 at the California Baptist University campus. There were questions regarding marketing and legality. Ellis responded staff is consulting the City Attorney, in addition to various law enforcement agencies. Discussion followed.

ITEM NO. 4: APRON AND HANGAR REHABILITATION, WESTSIDE PROJECT AND AIRPORT LIGHTING UPGRADES

Ellis updated the Commission on ongoing capital improvement projects at Riverside Municipal Airport. Rehabilitation of approximately 600,000 square feet of apron is being programmed into the FAA annual grant application submissions due by December 31, 2015. This project was originally planned to be completed in two phases; Phase I - Design was to be completed in summer of 2015; Phase II - Construction, was to be completed in summer of 2016. Due to the FAA fiscal year 2016 grant application deadline being set before Council could act to accept the grant, this project is being rescheduled for summer of 2016 as a single phase project.

Staff issued a Request For Proposal (RFP) on September 17, 2015 to solicit bids to paint several hangars referred to as the "Gemende Hangars". Bid responses were due October 2, 2015. The cost of the project will depend on RFP responses; however, \$40,000 is currently budgeted for this project. If necessary, this project can be completed in multiple phases.

A response from Riverside Airpark Associates, Inc. was received to an RFP for the proposed 21 acre Westside Project. The interview panel, consisting of one representative from the Airport Commission and three Airport staff, agreed to pursue negotiations with Riverside Airpark Associates; those discussions are ongoing.

Lighting upgrades continue for the installation of 16 LED lights in the main parking lot near the terminal building. The new lighting

will be installed by Airport Operations staff and is anticipated to be completed in November, 2015.

ITEM NO. 5: MARKETING AND BRANDING – REQUEST FOR INPUT ON AIRPORT NAME

Ellis updated the Airport Commission with recent marketing activity. Riverside Municipal Airport ads are planned for various publications: California State Civil Air Patrol newspaper, the American Legion's 21st District Veteran's Day newspaper and "This is Riverside" Magazine - published by the Greater Riverside Chamber of Commerce. Staff has developed a bookmark to be provided with complimentary copies of "This is Riverside" magazine for aircraft operators visiting the Airport. The bookmarks and magazines were distributed to the Airport Commissioners. Discussion followed.

In addition to the marketing ads, staff will work with the City's Economic Development Department to conduct a survey of businesses in Riverside and the surrounding service area to determine interest in the Airport pursuing charter helicopter services.

FUTURE AGENDA ITEMS

Chair Combes reported the resignation of Airport Commissioner Alan Young.

There will be a Celebration of Life at the Airport on Saturday, October 25, 2015 for local aviators Don and Tookie Hensley, recently passed away in an aviation accident in Idaho.

Commissioner Yeager inquired on the additional duties staff will handle for the 2016 Airshow. Discussion followed.

Commissioner Evans proposed a change in meeting days and asked that the topic be added as an item to be discussed at the next Airport Commission meeting. There was additional discussion regarding City Boards and Commissions that currently meet every other month.

ITEM NO. 6: ADJOURNMENT

Due to the Veterans Day holiday, the November meeting will be held on the following day. The next meeting will be November 12, 2015 at 3:00 P.M.

The meeting adjourned at approximately 3:53 P.M.

As recorded.