

**MINUTES**  
**RIVERSIDE AIRPORT COMMISSION MEETING**  
**Airport Terminal Building Conference Room**  
**Wednesday, January 13, 3:00 p.m.**

Members Present - Commissioners Combe, Courts, Evans, Plocher,  
Robles, Torres, Yeager

Excused - Commissioners Stewart, Schmel

## CALL TO ORDER

Chairman Combe called the meeting to order at 3:04 p.m.

**ITEM NO. 1: PUBLIC COMMENT**

Erik Lindgren, representing the Airshow Committee spoke about the upcoming 2016 Riverside Airshow on April 2<sup>nd</sup>. Discussion followed. Commissioner Yeager thanked Lindgren and asked that he return for follow-up. It was suggested the Airshow topic be placed on the agenda for February's meeting.

Commissioner Torres arrived at approximately 3:25 p.m.

ITEM NO. 2: NEWLY APPOINTED MEMBER OF THE AIRPORT COMMISSION

Chairman Combe introduced Daniel G. Robles as the newest member of the Airport Commission. Commissioner Robles currently lives in Ward 2 and is an engineering student at University of California, Riverside.

## APPROVAL OF MINUTES

ITEM NO. 3: MINUTES OF DECEMBER 9, 2015

**A MOTION WAS MADE BY** Commissioner Yeager to Accept the Minutes of December 9, 2015 as corrected to reflect clarification on the 2016 Airshow presented by Erik Lindgren. **SECONDED** by Commissioner Courts. **ALL AYES**, Combe, Courts, Evans, Plocher, Robles, Torres, Yeager.

## **DISCUSSION AND ACTION ITEMS**

### **ITEM NO. 4 ESTABLISHMENT OF SUBCOMMITTEES**

Chair Combe introduced four items of consideration to the Airport Commission. There was discussion of forming a Mission/Vision subcommittee to develop purpose and focus for the Airport Commission. It was decided the proposed Mission/Vision subcommittee would be an ad hoc committee. Once the mission statement and goals are developed, and its specific task completed, the ad hoc committee will be dissolved. Chair Combe proposed the name Vision Ad Hoc Committee, dropping the word "Mission" in the title. Commissioners Combe, Plocher, Evans and Torres volunteered to be members of the Vision Ad Hoc Committee.

**A MOTION WAS MADE BY** Commissioner Evans to establish the Vision Ad Hoc Committee to develop a mission statement and goals for the Airport Commission. **SECONDED** by Commissioner Courts. **ALL AYES**, Combe, Courts, Evans, Plocher, Robles, Torres, Yeager.

The Commission discussed ways to become more engaged in Airport related events such as the annual air show. There was consensus that the air show will be a standing topic on the meeting agenda throughout the year. Discussion followed. It was suggested that the air show topic be placed under Airport Events Committee, to include any and all events located at the Riverside Municipal Airport.

There was discussion regarding the meaning and objective of the proposed Outreach Subcommittee. The Commission discussed combining the proposed Airshow Subcommittee and the Outreach Subcommittee into one standing committee, as the air show was originally intended as a mechanism of airport outreach to the general public.

**A MOTION WAS MADE BY** Commissioner Plocher to establish the Public Outreach Committee and the Riverside Airport Events Committee. **SECONDED** by Commissioner Robles. **ALL AYES**, Combe, Courts, Evans, Plocher, Robles, Torres, Yeager.

The Airport Commission discussed the idea of holding a facilitated workshop to assist the Commission in strategic planning. There was consensus to table the item for further discussion at a later meeting date.

Commissioner Yeager departed at approximately 3:20 p.m.

## **AIRPORT MANAGER'S REPORT**

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

Airport Manager Kim Ellis presented the Airport Commission with an

overview of Airport operations and activity. Ellis updated the Commission of an educational event held on December 15, 2015, in partnership with the Los Angeles Area Helicopter Operators Association (LAAHOA), the Professional Helicopter Pilots Association (PHPA) and the FAA. The event was held for helicopter operators to share methods to reduce helicopter noise surrounding airports. Modifications to the current flight pattern were discussed. In addition, staff is reviewing the Airport Rules and Regulations, Title 12 of the Riverside Municipal Code (RMC).

Ellis updated the Commission on the Westside Hangar Development with a summary of the continuing negotiations with the proposed developer.

Ellis discussed the expenditures and revenue of the Airport budget in the current fiscal year. Projected revenue and unplanned emergency expenditures was also discussed.

A Tabletop Emergency Response Exercise for the Airport is planned for March 16, 2016. Representatives from Riverside Fire and Riverside Police will join Airport staff to create an aircraft accident scenario. Emergency response agencies will be invited to participate. A full-scale drill is anticipated to be held at the end of the year. Ellis reminded the Airport Commission that this emergency exercise is in response to a request made by Commissioner Yeager.

Commissioner Plocher noted the Airport grounds are clean.

Ellis updated the Commission on the directional sign to be placed at the intersection of Flight Road and Gemende Drive. Staff is working on a design with the sign company. A plan has been submitted. Ellis stated an example of the plan will be shared with the Airport Commission at the next meeting.

## **FUTURE AGENDA ITEMS**

Subcommittees

2016 Riverside Airshow

### **ITEM NO. 5: ADJOURNMENT**

The next meeting will be February 10, 2016 at 3:00 P.M.

The meeting adjourned at approximately 4:50 P.M.

As recorded.