

MINUTES
RIVERSIDE AIRPORT COMMISSION MEETING
Airport Terminal Building Conference Room
Wednesday, December 14, 2016, 3:00 p.m.

Members Present - Commissioners Combe, Courts, Mill, Robles,
Sheth, and Stewart

Members Absent - Plocher, Schmel, Torres

CALL TO ORDER

Chairman Combe called the meeting to order at 3:06 p.m.

ITEM NO. 1: PUBLIC COMMENT

There was no comment from the public.

APPROVAL OF MINUTES

ITEM NO. 2: MINUTES OF OCTOBER 19, 2016

A MOTION WAS MADE by Commissioner Mill to Accept the Minutes of October 19, 2016. The motion was **SECONDED** by Commissioner Sheth. **ALL AYES**, Commissioners Combe, Courts, Mill, Robles, Sheth, and Stewart.

DISCUSSION AND ACTION ITEMS

ITEM NO. 3: APPOINT INTERIM VICE-CHAIR

Chair Combe reminded the Airport Commission that the Vice-Chair seat was vacant and needed to be filled. After discussion regarding officers' duties and responsibilities, Commissioner Sheth volunteered. **A MOTION WAS MADE** by Chair Combe to appoint Commissioner Sheth as Interim Vice-Chair. The motion was **SECONDED** by Commissioner Mill. **ALL AYES**, Commissioners Combe, Courts, Mill, Robles, Sheth, and Stewart. The next election for officers will be made at the March meeting.

ITEM NO. 4: MASTER PROFESSIONAL CONSULTING SERVICES AGREEMENT

In September, Airport staff had issued a competitive Request for Qualifications (RFQ) No. 1650 to support the Airport Division's Capital Improvement Program. The current agreement with WSP Parsons Brinckerhoff for on call design and support services expires on

December 31, 2016. Four responsive proposals were received. The selection committee consisting of Airport Commissioner Sheth, Airport Manager Kim Ellis, and a representative from the Capital Projects Division of the General Services Department reviewed and evaluated the proposals. Based on qualifications criteria defined in RFQ No. 1650 in accordance with FAA guidance, Mead & Hunt, Inc. is recommended as the most qualified firm to complete the work.

Airport Manager Ellis discussed two upcoming projects: the rehabilitation of Runway 9/27 and 600,000 square feet of aircraft parking apron, anticipated to be completed by autumn of 2017. Mead & Hunt will facilitate the design aspect of both projects.

Chuck McCormack of Mead & Hunt, Inc. spoke to the Airport Commission on providing design, engineering and construction management services for Airport Capital Improvement Projects (ACIP). McCormack is a Senior Project Manager and has 30 years of aviation experience, 9 years of FAA consulting, and is a current pilot. McCormack is also very familiar with Riverside Municipal Airport. There was discussion regarding the sequence of work on the apron and runway. The project specifications consist of a fog seal, remarking of Runway 9/27, and also a slurry seal on the designated apron area. The survey work has been completed. The bid for the construction project is anticipated to be posted sometime in May of 2017. Discussion followed.

A MOTION WAS MADE by Commissioner Sheth to recommend that City Council approve a Master Professional Consulting Services Agreement with Mead & Hunt, Inc., to provide engineering, planning, design, administration, and construction management associated with miscellaneous Airport Capital Improvement Projects. The motion was **SECONDED** by Commissioner Stewart. **ALL AYES**, Commissioners Combe, Courts, Mill, Robles, Sheth, and Stewart.

ITEM NO. 5: 2017 AIRPORT COMMISSION MEETING CALENDAR AND CITY BOARDS AND COMMISSIONS ATTENDANCE POLICY

Chair Combe discussed the proposed calendar for meetings to be held on the second Wednesday at 3:00 p.m. on a bi-monthly basis. It is anticipated the calendar change will accomplish greater attendance and participation in Commission activities. Meeting location will continue to be in the Conference Room of the Riverside Municipal Airport Terminal Building, 6951 Flight Road, unless otherwise agreed upon in advance by the Commission. Discussion followed.

A MOTION WAS MADE by Commissioner Mill to approve the proposed Airport Commission meeting calendar for 2017. The motion was **SECONDED** by Commissioner Robles. **ALL AYES**, Commissioners Combe, Courts, Mill, Robles, and Sheth, and Stewart.

Chair Combe discussed the election of the 2017 Officers at the March meeting. It was suggested the Nomination Committee be appointed at

the scheduled January meeting. There was a discussion on term limits and the profusion of new Commission members. Chair Combe referred to the current Airport Commission Standing Rules. Discussion followed.

Chair Combe appointed Commissioners Stewart, Combe and Courts as members of the Ad Hoc Nominating Committee to nominate 2017 Officers at the January meeting.

ITEM NO. 6: STRATEGIC PLANNING WORKSHOP SUMMARY

A strategic planning workshop for the Airport Commission was held on September 21, 2016. As follow-up to the workshop, the strategic planning consultant returned to review the goals for Year 1. Commissioners Mill and Sheth called attention to the new 2017 meeting calendar and expressed uncertainty that the list of goals could be accomplished in time. There was discussion on revising the meeting calendar as needed. Commissioner Combe suggested modifying the meeting agenda to reflect items on the strategic plan. Discussion followed.

Commissioner Sheth departed at approximately 3:35 p.m.

ITEM NO. 7: AIRPORT COMMISSION MISSION STATEMENT

Chair Combe invited the strategic planning consultant to remain and facilitate the development of a Mission Statement for the Airport Commission. Members of the Commission participated in an exercise to summarizing the goals and duties.

After a lengthy discussion, there was consensus that a Draft Mission Statement had been accomplished. Commissioner Stewart thanked the workshop facilitator for her assistance in developing a framework. A request was made by Chair Combe to have the draft and notes be available for the next scheduled meeting. Chair Combe recommended the item be tabled for the next scheduled meeting in January. The facilitator suggested the Outreach Committee members develop its own Vision Statement at another time.

ITEM NO. 8: VISION STATEMENT FOR OUTREACH COMMITTEE

Chair Combe invited Commissioner Stewart to present a Vision Statement for the Outreach Committee at the next scheduled meeting.

ITEM NO. 9: OPERATION AND ACTIVITY UPDATE

Ellis updated the Airport Commission on activities impacting the Airport. City Council approved a 10 year lease extension with Port-

A-Port Hangar Leasing. The Agreement included requirements for Port-A-Port to paint the hangars. Staff continues to work on replacing aircraft movement area signage and lighting fixtures for selected hangar rows to increase lighting, visibility, safety and reduce electrical costs. The Airport Terminal observation deck is in need of repair; staff will soon begin work on selecting a contractor. In addition, Airport Staff has begun preliminary planning for upgrading the markings and lighting for the helipad located on the roof of City Hall. Chair Combe asked about the recent repainting of the centerline on Runway 9/27 and new hold position markings at the intersection of Taxiway A and B. Ellis acknowledged the repainting project had been completed.

Ellis reviewed expenses and revenue of Airport operations. Transient parking fees are down. There was discussion as to why traffic count had fallen. Ellis discussed community outreach and encouraged the Airport Commission to speak on Airport updates at public meetings, such as those given by City Councilmembers.

Erik Lindgren representing the Airshow Committee introduced himself. The next Riverside Airshow is the 25th anniversary, scheduled to be held on April 1, 2017. A new logo for the Airshow Committee is in the works. Lindgren shared a new pin design representing the 25th anniversary. The schedule of performers is close to being finalized. Many of the popular aerobatic pilots that have flown at the Riverside Airshow in the past, are returning to perform in 2017. There will be aerobatic performers new to the Riverside Airshow as well. Military flyovers are being scheduled. Air show announcer Sandy Sanders has retired; however, after 15 years with Riverside Airshow, he has agreed to return and will be present to announce. There will be a surprising change to the Jet Car act. The C-17 from March Air Reserve Base will return and several military fly-bys will be scheduled. The car show location will be moved to the west ramp. An area will be dedicated for a Kid Zone. Discussion followed. Lindgren urged the Commission to encourage public support of the Riverside Airshow. There will be an update at the next scheduled meeting.

FUTURE AGENDA ITEMS

ITEM NO. 10: ADJOURNMENT

The next meeting will be January 11, 2016 at 3:00 P.M.

The meeting adjourned at approximately 4:59 P.M.

As recorded.