



*City of Arts & Innovation*

# Airport Commission

**TO: HONORABLE COMMISSIONERS**

**DATE: JULY 12, 2017**

**FROM: GENERAL SERVICES DEPARTMENT**

**SUBJECT: AIRPORT MANAGER'S OPERATION AND ACTIVITY REPORT**

**ISSUE:**

Receive a report from the Airport Manager on Riverside Municipal Airport operations and activity.

**RECOMMENDATION:**

That the Airport Commission receive this report on Riverside Municipal Airport operations and activity.

**BACKGROUND:**

The Manager's Update is provided to inform the Airport Commission (Commission) about operations, City Council actions, events, meetings and other issues impacting the Riverside Municipal Airport (Airport).

**City Council Actions:**

- On April 18, 2017, City Council approved the following items:
  - Third Amendment to the Lease Agreement with Riverside Air Service, Inc. to increase leased area by an additional 7,500 square feet, and increase monthly lease amount by \$600. The Amendment also authorizes rent abatement in the amount of \$14,248 (\$3,562 x 4 months) to offset costs to remove a utility pole owned by AT&T that impacted access to related hangar construction. Total revenue estimated over the term is \$2,203,752.
  - To accept federal grant funds for rehabilitation of Riverside Municipal Airport Aircraft Apron and Runway 09/27 from the Federal Aviation Administration in the amount of \$874,687 and authorization to apply for and accept matching grant funds from the State of California, Department of Transportation, Division of Aeronautics in the amount of \$43,734.38 with Airport matching funds in the amount of \$53,453.62 for a total project cost of \$971,875.

**Operations:**

<b>Aircraft Operations (takeoffs and landings)</b>			
<b>Year over Year</b>	<b>Jan – May 2016</b>	<b>Jan – May 2017</b>	<b>Variance</b>
	43,346	42,525	(2%)
<b>Monthly</b>	<b>May 2016</b>	<b>May 2017</b>	
	9,381	9,033	(4%)

In May of 2016 aircraft operations were higher than normal due to an increase in law enforcement students participating in advanced helicopter flight training.

**Financials:**

	<b>REVISED FY 2016/17 BUDGET*</b>	<b>PLANNED (JULY - MAY)</b>	<b>ACTUAL (JULY - MAY)</b>	<b>VARIANCE (BUDGET TO ACTUAL)</b>
Expenditures	\$1,278,870	\$1,166,186	\$ 920,567	\$(358,103) 72%
Revenue	\$1,508,345	\$1,382,650	\$1,664,596	\$ 156,251 110%
Fuel Flowage Fees**	\$ 20,000	\$ 18,333	\$ 17,714	\$ (2,286) 89%

\*Includes budget adjustments (carryovers)

\*\*Does not include May 2017 fuel consumption

**Events and Public Education:**

The following summarizes key public events for the past six months and provides a look ahead for the next six months.

**January – June 2017**

- **Emergency Planning:** In coordination with the City of Riverside Fire and Police Departments, the Airport conducted an emergency response exercise. This exercise focused on an aircraft accident on the Airport and tested established response procedures. This exercise proved to be a valuable learning experience for all participants, and no changes to current response procedures were noted.
- **2017 Airshow:** The Airport has served as the host facility for the Riverside Air Show for 25 years. An airshow committee, organized to coordinate the Airport's annual air show, is operating under a Memorandum of Understanding dated March 2000. This year's airshow took place on April 1, 2017. The next airshow is scheduled for March 24, 2018.

- *2017 Career Technical Education/Job Fair:* In May, the Airport hosted its first Career and Technical Education and Job Fair. Nearly 200 students and their parents attended and met with over a dozen local colleges and universities. Event planning for next year has already begun and will be expanded to include local business participation in the event.
- *Collings Foundation:* In May, the Airport hosted the Collings Foundation, 2017 West Coast Tour of War Birds. Several aircraft from WWII spent three days providing tours and rides to attendees.

July – December 2017:

- STEM Fair – Fall 2017
- Trunk or Treat – Friday, October 27, 2017
- Pilot Fly-In Pancake Breakfast – Saturday, November 4, 2017

### **Marketing:**

Staff continues to work with the City's Economic Development and Marketing divisions in formulating and refining the Airport's marketing plan. The campaign ties into the City's Economic Development marketing efforts to promote tourism and attract businesses and quality jobs. The campaign has been expanded this year to include outreach to the community to raise the profile of the Airport as a local resource. Key messages for the campaign will include the Airport's strategic location to major markets, no landing fees, technical training and educational resources, and its congestion-free environment. The campaign will feature award winning City amenities and programs that support Riverside's quality of life and Business First philosophies.

The following summarizes key marketing efforts for the past six months and provides a look ahead for the next six months.

January – June 2017

- Print advertisement in the state wide publication for the Civil Air Patrol
- A five day, 25 spot advertisement on local AM radio (KCAA, 1050 AM) during the week of the Memorial Day holiday
- Event promotion on the City's electronic message sign, City web page banner advertising, press releases, 30 second Airshow recap video for YouTube, Airshow collateral and social media campaigns
- [Riverside Airport Business Spotlight Video](#)
- Distribution of Airport Newsletter - a quarterly summary of activities at the Airport sent to approximately 150 tenants
- Full page Riverside Magazine Airshow Ad

July – December 2017:

- Preparation of an "airport story" pitch for trade publications
- Completion of GIS story map for the Airport that will be accessible on the City's website

**Development:**

- Westside Development – a Request for Proposals will be released in Summer 2017 to develop approximately 18 acres of land on the west side of the Airport. This Request for Proposals will solicit multiple developers to build hangars and facilities for private and corporate aircraft operators.
- Staff is in negotiations with a prospective tenant to occupy the former Federal Aviation Administration (FAA) building. That building consists of a 10,000 square foot building, associated aircraft parking area and two small parking lots and is currently leased by Riverside Public Utilities for storage.
- Over the next several months, staff will be researching companies to assist in developing a strategic plan for the Airport. It is anticipated a Request for Proposals will be issued before the end of the year.

**Airport Investment:**

Staff recognizes the critical need to preserve the Airport as an asset with infrastructure improvements, maintenance and reinvestment. The following summarizes upcoming activity.

July – December 2017

- Complete a federal and state grant funded project to repair approximately 600,000 square feet of aircraft apron and the primary runway.
- Paint several hangar rows consisting of 33 individual tenant aircraft hangars. The estimated cost is \$100,000. Funding is available in the Airport's Fund Balance and a budget appropriation will be requested from City Council.

**FISCAL IMPACT:**

There is no fiscal impact associated with receiving this monthly activity report.

Prepared by: Kim Ellis, Airport Manager  
Approved by: Carl Carey, General Services Director  
Approved by: Marianna Marysheva, Assistant City Manager