

**MINUTES**  
**RIVERSIDE AIRPORT COMMISSION MEETING**  
**Airport Terminal Building Conference Room**  
**Wednesday, July 12, 2017, 3:00 p.m.**

Members Present        - Commissioners Bloch, Combe, Courts, Millen,  
   Pardee, Plocher, and Vazquez

Members Absent        - Commissioners Pardee and Stewart

**CALL TO ORDER**

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

**ITEM NO. 1:        PUBLIC COMMENT**

There was no comment from the public.

Commissioner Millen arrived at approximately 3:07 p.m.

**APPROVAL OF MINUTES**

**ITEM NO. 2:        MINUTES OF MAY 10, 2017**

Commissioner Plocher arrived at approximately 3:08 p.m.

**A MOTION WAS MADE** by Commissioner Combe to Accept the Minutes of May 10, 2017. The motion was **SECONDED** by Commissioner Millen. **ALL AYES**, Commissioners Bloch, Combe, Courts, Greene, Millen, Plocher, and Vazquez.

**ITEM NO. 3:        MINUTES OF JUNE 14, 2017**

**A MOTION WAS MADE** by Commissioner Combe to Accept the Minutes of June 14, 2017. The motion was **SECONDED** by Commissioner Plocher. **ALL AYES**, Commissioners Bloch, Combe, Courts, Greene, Millen, Plocher, and Vazquez.

**DISCUSSION AND ACTION ITEMS**

**ITEM NO. 4:        DISCUSSION AND ACTION REGARDING MEETING ABSENCES**

After discussion, **A MOTION WAS MADE** by Commissioner Millen to excuse

the absences of Commissioners Bloch, Greene, and Stewart at the meeting of June 14, 2017. The motion was **SECONDED** by Commissioner Vasquez. **ALL AYES**, Commissioners Bloch, Combe, Courts, Greene, Millen, Plocher, and Vazquez.

**ITEM NO. 5: CODE OF ETHICS AND CONDUCT ANNUAL REVIEW**

There was discussion regarding the Riverside Municipal Code and the Code of Ethics and Conduct for elected officials, appointed board, commission and committee members. The Code requires that each year, the Boards and Commissions shall discuss the Code of Ethics and Conduct and submit any recommendations of changes to the Board of Ethics. Participation at the public hearing is also encouraged.

There was consensus that no changes will be recommended. **A MOTION WAS MADE BY** Commissioner Plocher that the report was received and no changes will be submitted to the Board of Ethics. The motion was **SECONDED** by Commissioner Vazquez. **ALL AYES**, Commissioners Bloch, Combe, Courts, Greene, Millen, Plocher, and Vazquez.

**AIRPORT MANAGER'S REPORT**

**ITEM NO. 6: OPERATION AND ACTIVITY UPDATE**

Airport Manager Kim Ellis presented the report with updated data in regards to airport operations and activity. The City Council approved the third amendment to the lease agreement with Riverside Air Service. An additional 7,500 square feet was added to the lease area, increasing the monthly rent. Ellis added that the lease amendment also authorized a two-year rent abatement to offset costs for the removal of a utility pole owned by AT&T. The utility pole had to be removed because it blocked access to the hangar construction site.

The FAA grant for the apron and runway was approved and subsequently, the Riverside City Council approved the request to accept federal grant funds, and authorized the Airport to apply for and accept matching grant funds from the State of California. There was additional discussion regarding the grant process.

There was discussion about a drop in airport operations in May and June, 2017. Commissioner Plocher asked about insurance. Ellis explained the City is self-insured and the Airport makes a contribution towards a premium. Discussion followed.

Ellis gave an update on outreach events. Staff is working on a STEM Fair, similar to the Career Technical Education/Job Fair held at the Airport in May. 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 businesses. Also, Riverside Police Department has asked the Airport to host the Trunk Or Treat event in October.

Commissioner Combe asked about local drone operations. Ellis discussed the drone use form posted on the Airport website.

Ellis gave an update on recent marketing efforts. Commissioner Plocher asked about social media. The Riverside Airport staff maintains a Facebook page and Twitter account. Ellis also discussed having an official photo of the Airport Commission posted on the Airport website, along with a short bio for each member.

There was discussion regarding the annual Runway Safety Action Team meeting scheduled for 9:00 A.M. on Tuesday, July 18, 2017. To ensure a higher attendance, Commissioner Bloch recommended the meetings be held during after-work hours.

#### **FUTURE AGENDA ITEMS**

Commissioner Bloch discussed a process for questions and concerns the public may have regarding airport use and spoke about having a sub-committee for airport tenants. Ellis responded that tenants are encouraged to sign up for the Airport newsletter. Commissioner Combe also suggested tenants attend the Airport Commission meetings. Chair Courts suggested the proposal be considered at the next scheduled Airport Commission meeting.

There was discussion regarding the Airport's new hangar inspection policy. Ellis will provide an update on the next Airport Manager's report.

#### **ITEM NO. 7:      ADJOURNMENT**

It was noted that the Airport Commission is traditionally dark in August. **A MOTION WAS MADE BY** Commissioner Bloch to cancel the next scheduled meeting in August, 2017. The motion was **SECONDED** by Commissioner Millen. **ALL AYES**, Commissioners Bloch, Combe, Courts, Greene, Millen, Plocher, and Vazquez. The next meeting will be September 13, 2017 at 3:00 P.M.

The meeting adjourned at approximately 4:17 P.M.

As recorded.