

MINUTES

RIVERSIDE AIRPORT COMMISSION MEETING

Airport Terminal Building Conference Room

Wednesday, September 13, 2017, 3:00 p.m.

Members Present - Commissioners Combe, Courts, Greene, Millen,
Plocher, Stewart and Vazquez

Members Absent - Commissioners Bloch and Pardee

CALL TO ORDER

Chairman Courts called the meeting to order at 3:13 p.m.

ITEM NO. 1: PUBLIC COMMENT

There was no comment from the public.

APPROVAL OF MINUTES

ITEM NO. 2: MINUTES OF JULY 12, 2017

A MOTION WAS MADE by Commissioner Plocher to Accept the Minutes of July 12, 2017. The motion was **SECONDED** by Commissioner Vazquez. **ABSTAINED**, Commissioner Stewart. **AYES**, Commissioners Combe, Courts, Greene, Millen, Plocher, and Vazquez.

ITEM NO. 3: DISCUSSION AND ACTION REGARDING MEETING ABSENCES

After discussion, **A MOTION WAS MADE** by Commissioner Plocher to excuse the absences of Commissioners Pardee and Stewart at the meeting of July 12, 2017. The motion was **SECONDED** by Commissioner Combe. **ALL AYES**, Commissioners Combe, Courts, Greene, Millen, Plocher, Stewart and Vazquez.

After the vote, there was additional discussion regarding the absence of Commissioner Pardee. **A MOTION WAS MADE** by Commissioner Combe to amend the motion and to excuse the absence of Commissioner Stewart at the meeting of July 12, 2017 and table the absence of Commissioner Pardee for the next scheduled meeting. The motion was **SECONDED** by Commissioner Vazquez. **ALL AYES**, Commissioners Combe, Courts, Greene, Millen, Plocher, Stewart and Vazquez.

AIRPORT MANAGER'S REPORT

ITEM NO. 4: OPERATION AND ACTIVITY UPDATE

Airport Manager Kim Ellis presented the report with details on activities, events and other issues impacting the Airport. There was discussion about a drop in airport operations, possibly due to seasonal temperatures and flight schools on summer breaks.

On July 25, 2017, the City Council approved a construction agreement for the Airport Apron Rehabilitation Project. The project is anticipated to begin the end of September, 2017. A detailed time-line of the project was distributed.

The annual Airport Commission report is scheduled for City Council on October 24, 2017 at 6:00 P.M. The report will be presented by Chair Courts. Staff will work with Chair Courts. Members of the Commission are encouraged to attend.

Ellis spoke about posting a Request For Proposal (RFP) to seek a firm to develop an Airport Strategic Plan. The 5-10 year plan will correspond with the existing Airport Master Plan and Capital Projects list.

The Hangar Inspection program has started, and in August, 2017, notices were distributed to Airport tenants. Inspections of leased hangars are in progress. Tenants are voluntarily contacting staff and requesting appointments. Detailed information is posted on the Airport website. There was discussion regarding the purpose of the hangar inspections. The inspections serve as confirmation the airport is complying with FAA rules. The primary purpose of a hangar is to store aircraft. Ellis discussed other items allowed by the FAA in an aircraft hangar and the history of the new policy. Staff is developing a requirement to have fire extinguishers in each hangar. Commissioner Greene asked who will inspect the hangars. Ellis responded Airport Staff will inspect each hangar. Discussion followed.

Commissioner Combe asked about an Airshow report presented to the City of Riverside Governmental Affairs Committee, a standing committee of the City Council. On August 3, 2017, staff provided an Airshow update to the Governmental Affairs Committee with recommendations to improve operations and attendance. The Airshow Committee will report back to the Governmental Affairs Committee in January 2018 with their comments on the City's recommendations. Per the request of Commissioner Stewart, a copy of the report will be distributed to the Airport Commission, along with a copy of the Memorandum Of Understanding (MOU) between the City of Riverside and the Riverside Airport Open House, Inc.

There was further discussion on the Airshow as the result of outreach

efforts. **A MOTION WAS MADE** by Commissioner Stewart to add review of the MOU between the City of Riverside and the Riverside Airport Open House, Inc. at the next scheduled Airport Commission meeting. The motion was **SECONDED** by Commissioner Combe. **ALL AYES**, Commissioners Combe, Courts, Greene, Millen, Plocher, Stewart and Vazquez.

ITEM NO. 5: PUBLIC OUTREACH AND TENANT ENGAGEMENT UPDATE

Staff is continuing its efforts to engage the pilot community as well as local residents and businesses. The Experimental Aircraft Association (EAA), Chapter 1 based at nearby Flabob Airport is hosting the Eagle Rally event to be held at Riverside Airport on Saturday, September 23, 2017 from 8:00 A.M. until 11:00 A.M. This event provides an opportunity for the public to explore aviation.

On the same Saturday, the Mini Maker Faire will be held from 10:00 A.M through 4:00 P.M. The event will include hands-on activity, coinciding with STEM education: science, technology, engineering and math. However, the event is open to all ages. Chair Courts noted an announcement regarding the Mini Maker Faire on the City's website.

Other events scheduled at the Airport include: The Riverside Police Department's Trunk Or Treat on Friday, October 27, 2017; the 2nd Annual Fly-In Breakfast and Fundraiser on Saturday, November 4, 2017; and in addition, staff is working on a STEM/Career Technical Education/Job Fair. Ellis added all proceeds raised at the Fly-In will go to the American Legion Post 79. Chair Courts encouraged members of the Airport Commission to attend the events.

FUTURE AGENDA ITEMS

A review of the MOU between the City of Riverside and the Riverside Airport Open House, Inc.

ITEM NO. 6: ADJOURNMENT

After discussion, **A MOTION WAS MADE BY** Commissioner Combe to cancel the next scheduled meeting in October, 2017. The motion was **SECONDED** by Commissioner Plocher. **ALL AYES**, Commissioners Combe, Courts, Greene, Millen, Plocher, Stewart, and Vazquez. The next meeting will be November 8, 2017 at 3:00 P.M.

The meeting adjourned at approximately 4:03 P.M.

As recorded.