

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

Members Absent - Commissioner Millen

Chairman Courts called the meeting to order at 3:02 p.m.

Ward 3 resident Al Contreras addressed the Commission concerning his discomfort related to Airport traffic, safety and noise abatement. Resident Contreras expressed his issues with low flying aircraft, descending aircraft and after hour's air traffic. Contreras stated that he has reported concerns to Airport staff on numerous occasions in which issues have been resolved however reoccur several days later. Contreras has noticed the influx of traffic due to the increase of activity with the presence of flight schools on the Airport. Commissioner Plocher spoke about his experience as a helicopter pilot and how flight patterns and wind play a pivotal role in landings and takeoff. Commissioner Green asked Contreras what he suggests a solution would be to the concerns presented. Contreras spoke that his attendance was to acquire possible answers to his and his neighbors' questions. Airport tenant Gregory Wright, who was in attendance, offered a free flight to Contreras in the hopes of giving a different perspective on aircraft flight landings, approaches and takeoffs. Commissioner Combe advised Contreras that all activity related to airport traffic, flight patterns, takeoffs, and landings was within the Federal Aviation Administration (FAA) rules and regulations. Commissioner Combe also informed Contreras Riverside Municipal Airport was unique and was outfitted with a tower operated by the FAA that regulated airport traffic, flight patterns, landings, and takeoffs.

**ITEM NO. 2: MINUTES OF SEPTEMBER 13, 2017**

1

**AYES**, Commissioners Combe, Courts, Greene, Bloch, Plocher, Stewart and Vazquez.

**ITEM NO. 3: DISCUSSION AND ACTION REGARDING MEETING ABSENCES**

After discussion, **A MOTION WAS MADE** by Commissioner Stewart to excuse the absences of Commissioners Pardee and Bloch at the meeting of September 13, 2017. The motion was **SECONDED** by Commissioner Combe. **ALL AYES**, Commissioners Combe, Courts, Greene, Stewart, Plocher, and Vazquez.

**AIRPORT MANAGER'S REPORT**

**ITEM NO. 4: FINANCE BUDGET BREIFING**

City of Riverside Interim Budget & Revenue Manager Kristie Thomas presented the report with details on the 2017-2018 Airport budget. Items discussed included a breakdown of statistics related to the Airports finances. Commissioner Combe asked if any outside city agencies were funded by the Airport budget. Thomas confirmed no Airport monies fund departments or employees outside of the Airport. Thomas clarified the Airport is not part of the General Fund but is an enterprise fund whereas all monies generated go to Airport expenditures. Commissioner Stewart asked for additional detail on expenses related to non-personnel expenditures. Staff were requested to present an overview of non-personnel Airport expenses at January 2018 meeting by Commissioner Stewart.

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

Airport Administrative Analyst Megan Stoye presented the report with details on activities, events and other issues impacting the Airport.

Stoye spoke about the current aircraft operations (takeoffs and landings) including the variances from the prior months. Stoye discussed the drop off in operations during the month of October and November was due in large part to the main runway 09/27 and the Airport apron rehabilitation project that took place during that time.

The Airport Financials were reported to the Commission presenting 2017/18 expenditures, revenue and fuel flowage fees current as of October 31, 2017.

On October 24, 2017 The Airport Commission provided an annual update to the City Council in which Airport Commission Chair Courts

presented.

The Hangar Painting Project which started in November has been delayed due to high winds in the area. Stoye confirmed that the project will resume on Monday December 18, 2017. Commissioner Vazquez asked if the tenants have been notified of the changes in the project schedule. Stoye confirmed that due to unforeseen elements such as weather the project could exceed the projected schedule which was stated to tenants in the original outreach notification.

Construction for the rehabilitation of the apron and runway 09/27 was completed on October 23, 2017, two days ahead of schedule. Commissioners were shown various photos of the before and after the project.

Since the last commission meeting the Airport has hosted events for the pilot community as well as local residents and businesses. The Experimental Aircraft Association (EAA), Chapter 1 based at nearby Flabob Airport hosted the Eagle Rally event on Saturday, September 23, 2017 from 8:00 A.M. until 11:00 A.M. This event provided an opportunity for the public to explore aviation.

On the same Saturday, a Mini Maker Faire was held from 10:00 A.M through 4:00 P.M. The event included hands-on activities, which coinciding with STEM education: science, technology, engineering and math.

Other events scheduled at the Airport included: 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 the Toys for Tots campaign which ended on December 12, 2017.

Stoye concluded the Operation and Activity Update by discussing the six month look ahead timetable. General Services Director Carl Carey spoke about the Westside Develop RFP and the nationwide outreach for development proposals.

#### **ITEM NO. 6: REVIEW OF THE AIRSHOW COMMITTEE MOU**

Commissioner Combe started the discussion by raising the question on the Airshow Committees responsibility to submit financials of past Airshows. Commissioner Combe added, since no financials have been submitted in the past is the Airshow Committee non-compliant according to the MOU if so is a penalty for not adhering to the MOU applicable. Commissioner Combe asked if the MOU was periodically reviewable. Commissioner Stewart addressed the question of what was the Commissioners role at the Airshow. General Services Director Carl Carey informed the Commission he had a discussion with

delegates from the Airshow Committee. Director Carey recommended the Airshow Committee and MOU be added to the Airport Commission January 10 meeting agenda to allow for further discussion.

**FUTURE AGENDA ITEMS**

Discussion item on non-personnel Airport expenses.

Review of Riverside Airport Open House, Inc. Airshow MOU and Riverside Airport Open House Airshow Committee responsibilities.

Airport Manager to discuss proposed Capital Improvement Projects (CIP) and funding sources projected between 2018 and 2023.

**ITEM NO. 6:      ADJOURNMENT**

The meeting adjourned at approximately 4:14 P.M.

As recorded.