



City of Arts & Innovation

# Airport Commission

**TO: HONORABLE COMMISSIONERS**

**DATE: APRIL 11, 2018**

**FROM: GENERAL SERVICES DEPARTMENT**

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

**ISSUE:**

Receive a report on the Riverside Municipal Airport's operations and activities for the period of January to February 2018.

**RECOMMENDATION:**

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

**BACKGROUND:**

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

**DISCUSSION:**

This update includes information about operations, financials, activities, events, and investment in Airport infrastructure.

**Key Operational and Financial Statistics**

**Operations:**

Aircraft Operations (takeoffs and landings)			
Year over Year	Jan – Feb 2017	Jan – Feb 2018	Variance
	16,208	17,357	7%
Monthly	February 2017	February 2018	
	8,352	8,900	6%

## Financials:

REPORTING PERIOD: JULY 1, 2017 – February 28, 2018				
	BUDGET	ACTUAL	VARIANCE (ACTUAL TO BUDGET)	PERCENT
<b>Expenditures</b>	\$1,405,724	\$938,835	\$(466,889)	(33.2%)
<b>Revenue</b>	\$1,343,000	\$1,011,225	\$(331,775)	(24.7%)

NOTE: Expenditures/Revenue as of March 1, 2018.

## Events and Public Education

### Upcoming City Council and Committee Actions:

- Riverside Air Service: 4<sup>th</sup> Amendment to Master Lease renegotiating five (5) year incremental rent increases. Rent is proposed to increase by \$100 per month, from \$4,923.60 to \$5,023.60. City Council meeting date – April 10, 2018.
- Hangar/Office space lease: One responsive proposal received for Request for Proposals No. 1752 with intent to open an aircraft maintenance facility and aircraft avionics repair facility. Anticipated City Council meeting date – April 24, 2018.
- Airport Land Development: One responsive proposal received for Request for Proposals No. 1762 to develop up to 18 acres of land on the west side of the Airport. Anticipated City Council meeting date – May 1, 2018.

### Other Activities and Events:

The following is a summary of the activities that have taken place during the reporting period of January – February 2018.

- Staff conducted the annual Airport Tenant Customer Satisfaction Survey January 1 – February 28, 2018. The digital survey was distributed to current airport tenants and provided insight into key customer service areas including hangar rates, maintenance and customer satisfaction. Overall results showed that tenants were mostly satisfied with services rendered at Riverside Airport. A comparison of 2017 and 2018 key customer satisfaction scores is presented in the table below.

	2017	2018
1. Compared to other local airports, are Riverside Airport rates (aircraft tie-down rates) higher, lower, or about the same?	77	71
2. How well would you rank the services and facilities?	90	90
3. How well would you rate the following maintenance services (hangar maintenance)?	94	89
4. In terms of customer service, how would you rate the level of service (professional/ courteous) you receive?	93	95
5. In terms of Airport safety (gate security), how would you rate your satisfaction?	94	92
6. Overall satisfaction	92	94

Airport Investment

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

- Staff submitted a Federal Grant application in the amount of \$1,498,500 for the reconstruction/design of Taxiway J that provides access to the Airport's north/south runway. The estimated total project cost is \$1,665,000, with construction to begin in Fall 2019.
- A bid for the rehabilitation of the aircraft apron parking at the east end of the airport is currently under development.

**FISCAL IMPACT:**

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

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