

MINUTES
RIVERSIDE AIRPORT COMMISSION MEETING
Airport Terminal Building Conference Room
Wednesday, April 11, 2018, 3:00 p.m.

Members Present - Commissioners Combe, Courts, Greene, Millen,
 Pardee, Bloch and Thompson

Members Absent - Commissioner Vazquez

CALL TO ORDER

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

ITEM NO. 1: PUBLIC COMMENT

Local resident Al Contreras was present and wanted to say a quick hello to the Airport Commission as a whole.

Deputy Director of General Services, Shari Call introduced herself to the Airport Commission including a short bio of herself and duties within the City.

New Ward 4 Commissioner Darron Thompson introduced himself to the Commission and gave a brief description of his military service, background and current occupation.

Discussion followed where all commissioners gave intros individually.

APPROVAL OF MINUTES

ITEM NO. 2: MINUTES OF FEBRUARY 14, 2018

A MOTION WAS MADE by Commissioner Pardee to Accept the Minutes of February 14, 2018. Commissioner Greene **SECONDED** the motion. **ALL AYES**, Commissioners Combe, Courts, Greene, Pardee, Bloch, and Thompson.

ITEM NO. 3: DISCUSSION AND ACTION REGARDING MEETING ABSENCES

No discussion at this time

ITEM NO. 4: VOTE ON 2018-2019 AIRPORT CHAIRPERSON AND VICE-CHAIRPERSON

Commissioner Combes, representing the Ad-Hoc Committee nominated Commissioner Courts as 2018-2019 Chair and Commissioner Vazquez as Vice-Chair.

A MOTION WAS MADE by Commissioner Pardee to accept the vote. Commissioner Bloch **SECONDED** the motion. **ALL AYES**, Commissioners Combe, Courts, Greene, Pardee, Bloch, and Thompson.

AIRPORT MANAGER'S REPORT

ITEM NO. 5: OPERATION AND ACTIVITY UPDATE

Airport Manager Kim Ellis presented the report with details on activities, events and other issues affecting the Airport.

Ellis discussed budget numbers in reference to the Airports' financial, expenditures, current projects, future projects and grant allocations.

Ellis gave an update on the development of Westside Project. The project is scheduled for a two-week interview process with the proposed tenant. Combe asked if the deal would be inked in 2018. Ellis confirmed if everything goes as scheduled, hangars should be erected by the summer of 2019. The proposed tenant has plans of building an FBO, fuel farm and secondary restaurant. Combe asked if D&D Airport Café has the exclusive rights pertaining to restaurant sales on the Airport. Commissioner Greene asked about FAA requested timelines. Ellis confirmed that the FAA would only fund a design one year and the construction of said project the following year. Thompson asked Ellis to demonstrate location of projects on aerial map located on east side of airport conference room, discussion followed.

Commissioner Millen arrived at 3:32

Contreras asked about flight school helicopter training locations during future projects. Ellis noted the utilization of runway 16 during projects.

Ellis went into detail about the annual Airport Customer Service survey, which was conducted, from January to February of this year. Included in the Airport Managers Report was six comparisons from the 2017 survey showing results. Ellis eluded to the future work request program that the airport will now explore which will measure efficiency for tenant hangar/office repairs. The primary purpose of

the work request program is to implement a proactive approach in repairs and opposed to a reactive system that the airport currently adheres to. Courts spoke about his engagement with tenants during the Airshow in which tenants were very pleased with Airport staff. Combe asked if negative comments during the survey were addressed and review. Ellis confirmed all comments good or bad were reviewed and addressed accordingly.

Ellis updated the commission about upcoming events here at the Riverside Municipal Airport. The Collins Foundation "Wings of Freedom Tour" will once again be here on April 30th to May 3rd. Saturday May 12th the Latino Pilots Association will have a meet and greet event as well as the Black Pilots Association on Saturday June 23rd. Discussion followed.

There was further discussion on the Airport financial numbers breakdown in the Airport Managers Report. Combe asked about adding a "net" line below expenditures and revenue. Ellis discussed how in future Airport Managers Reports, the financial layout will be less complicated. Discussion followed.

Combe invited all commissioners to the City of Riverside Boards and Commissions training opportunity on April 26.

Pardee added that current airport tenants that he has engaged with really like the monthly newsletters.

Thompson asked for a future tour of airport grounds.

FUTURE AGENDA ITEMS

Commissioner Courts announced that the scheduled May Airport Commission meeting would be dark and will resume in June.

ITEM NO. 6: ADJOURNMENT

The meeting adjourned at approximately 4:07 P.M.

As recorded.