

MINUTES
RIVERSIDE AIRPORT COMMISSION MEETING
Airport Terminal Building Conference Room
Wednesday, June 13, 2018, 3:00 p.m.

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

Members Absent - Commissioner Millen

CALL TO ORDER

Chairman Courts called the meeting to order at 3:03 p.m.

ITEM NO. 1: PUBLIC COMMENT

General Services Director Carl Carey gave a brief update on the current changes within the City Government which included the appointment of a new City Manager, Assistant City Managers and Deputy Assistant City Managers.

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. The motion was **SECONDED** by Commissioner Greene. **AYES**, Commissioners Combe, Courts, Greene, Bloch, Pardee and Vazquez.

**ITEM NO. 3: DISCUSSION AND ACTION ITEM-GROUND LEASE
AGREEMENT/WESTSIDE DEVELOPMENT**

Airport Manager Kim Ellis asked for the Airport Commissions recommendation for the Development Committee to review and forward for City Council approval of a Ground Lease Agreement with Next Gen Flight Academy, Inc.. The Ground Lease identifies and outlines a schedule to develop up to 18 acres of Airport property on the westside of Taxiway J. Ellis described, in detail the proposed development plan that includes amenities such as a small FBO, possible restaurant and 130 aircraft hangars.

Commissioner Combe asked about the negotiations of development phases and what each phase included in relation to monthly rent fees. Ellis identified the developer will not be charged during the design phase of the development and thereafter will be invoiced with each phase at

a rate of \$.03 per developed sq. ft. and \$.01 per undeveloped sq. ft. The Proposer anticipates developing all 18 acres over the course of a three (3) year period. The project will occur in multiple phases with a minimum of 3 acres developed per phase, 6 phases in total. Combe asked about the possibility of funding this development in-house. Ellis confirmed that costs attributed to this project are not available from the Airport, City or FAA, which shows no responsibility from the City and/or Airport if this project fails. Discussion followed.

Commissioner Thompson arrived at 3:20 p.m.

Furthermore, Ellis said that no utilities are currently "set up" on the land and that will be the responsibility of the Proposer. After construction long-term maintenance, paving, signage, and lighting of common areas will be the responsibility of the Airport.

A MOTION WAS MADE by Commissioner Pardee to forward the Agreement to City Council for approval. The motion was **SECONDED** by Commissioner Vazquez. **AYES**, Commissioners Combe, Thompson, Courts, Greene, Bloch, Pardee and Vazquez.

AIRPORT MANAGER'S REPORT

ITEM NO. 4: OPERATION AND ACTIVITY UPDATE

Ellis commented on the Airport Mangers Report emphasizing the aircraft operations numbers. Ellis identified the increase in Airport operations due to the increase of student enrollment of the current flight schools.

Ellis spoke about the financials report that included expenditures and revenue numbers as of April 30, 2018. Ellis gave an overview of the current budget numbers, which included an update of the General Services audit, scheduled in the next fiscal year.

Ellis updated the Airport Commission on the City Council Approval on the Tenth Amendment to the Lease Agreement with Van Buren Golf Center, LLC. to increase monthly rent by \$100 from \$1,000 to \$1,100. Discussion followed.

Ellis informed the Commission that the City Council will receive a report to approve a Supplemental Professional Consultant Services Agreement with Mead & Hunt, Inc. for design of the Taxiway J reconstruction/rehabilitation project. Discussion followed.

Ellis spoke about the events scheduled at the Airport since last Airport Commission meeting, which included: The Wings of Freedom Tour held April 30th through May 3rd; the Latino Pilots Association fly-in held May 12th and the upcoming Black Pilots of America/ California Red Tails Open House scheduled for Saturday June 23rd from 10 a.m. -2 p.m. Discussion followed.

Ellis updated the current investments that the Airport is working on such as submitting a federal grant application for the design phase of Taxiway J and the development of specifications to issue a Request for Proposals (RFP) for the rehabilitation of aircraft apron parking at the east end (Upper Port-A-Port) of the Airport.

FUTURE AGENDA ITEMS

Discussion on Commissioner Millen's absences from the Airport Commission Meetings tabled for next Commission Meeting.

ITEM NO. 6: ADJOURNMENT

The meeting adjourned at approximately 3:56 P.M.

As recorded.