

MINUTES
RIVERSIDE AIRPORT COMMISSION MEETING
Airport Terminal Building Conference Room
Wednesday, April 10, 2019, 3:00 p.m.

Members Present - Commissioners Couch, Courts, Contreras, Bloch,
Greene, Butler and Vazquez

Members Absent - Thompson, Randleman

CALL TO ORDER

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

Pledge of Allegiance to the Flag

ITEM NO. 1: SWEARING IN OF NEWLY APPOINTED COMMISSIONER

Newly appointed Airport Commissioner Rodney Couch was sworn in by City Clerk's Office Representative. Couch is a resident of Ward 3 and is serving a citywide position within the Airport Commission.

ITEM NO. 2: PUBLIC COMMENT

No public comment at this time

APPROVAL OF MINUTES

ITEM NO. 3: MINUTES OF JANUARY 9, 2019
MINUTES OF FEBRUARY 13, 2019

Airport Administrative Analyst Megan Stoye updated the Commission on the status of the January 9, 2019 minutes. Items not included on the published agenda are not included on meeting minutes. As a result, the request to document a discussion about the 2019 Airshow cancellation was not added. Stoye noted all discussion pieces followed protocol as set out by City guidelines and the Brown Act.

Commissioner Courts advised all Commissioners to take advantage of the upcoming April 25 training on City Boards/ Commissions standards, practices, ethics and Acts/Ordinances at the City Council Chambers downtown.

Stoye also added that all items relating to agendas must be documented under the Brown Act and Sunshine Ordinance for complete transparency to the public.

A MOTION WAS MADE by Commissioner Vazquez to schedule a training on the May 8th Airport Commission Meeting on policies and procedures during a City Board or Commission meeting. The motion was **SECONDED** by Commissioner Couch.

A MOTION WAS MADE by Commissioner Vazquez to approve the Minutes of January 9, 2019 & February 13, 2019. The motion was **SECONDED** by Commissioner Butler. **AYES**, Commissioners Couch, Courts, Greene, Bloch, Contreras, Butler and Vazquez.

DISCUSSION AND ACTION ITEMS

DISCUSSION AND ACTION REGARDING APPOINTMENT OF 2019-2020 CHAIR/VICE-CHAIR

An ad hoc committee consisting of Commissioners Joe Vazquez, Mike Combe and Eden Bloch was created for the appointment of the 2019-2020 Chair and Vice-chair positions. Vazquez confirmed the ad hoc committee findings, the affirmation of Chairperson Courts and Vice Chair Vazquez to continue their respective roles on the Airport Commission until March 2020.

A MOTION WAS MADE by Commissioner Couch to accept the re-nomination of Chair Courts and Vice Chair Vazquez for 2019-2020. The motion was **SECONDED** by Commissioner Greene. **AYES**, Commissioners Couch, Courts, Greene, Bloch, Contreras, Butler and Vazquez.

AIRPORT MANAGER'S REPORT

ITEM NO. 4: OPERATION AND ACTIVITY UPDATE

Stoye addressed the Airport Commission on the Airport Managers Report that included aircraft operations as of February 2019.

Stoye reviewed the financial numbers on the report that included expenditures and revenue numbers as of February 2019.

Stoye then gave an overview on the City Council approval of the February 26, 2019 Ground Lease Agreement with Precise Pallet World,

Inc. for the storage of vehicles on the corner of Doolittle Street and Morris Street. Stoye provided an update on the construction agreement to remodel the Airport's terminal patio deck. Stoye also informed the Airport Commission on the March 12, 2019 City Council approval of the construction agreement with Convergent Technologies, Inc. to upgrade the Airport's closed circuit television security cameras.

Stoye gave a brief description on a film segment that was recorded at Riverside Municipal Airport for the History Channel's "Impossible Engineering" television show followed by an update to staff research associated with updating the Airport's perimeter digital gate access system.

Commissioner Couch inquired about details associated with the budget. Stoye elaborated on the numbers and the appropriations in detail, identifying the benchmarks associated with revenue and expenditure projections and current budget report alignment. Courts asked if all dollars are allocated with projects strictly from the Airport budget. Stoye answered that all funds do come from the Airport Budget; however unforeseen projects are funded through the Airport Fund Balance. Discussion followed.

A MOTION WAS MADE by Commissioner Couch to receive an Airport Funds Balance report for the scheduled May 8, 2019 Airport Commission Meeting. The motion was **SECONDED** by Commissioner Vazquez.

ONGOING ISSUES

Commissioner Vazquez asked about a demolition timeframe on the Doolittle house. Stoye confirmed that the responsibility for demolition has been forwarded to Precise Pallet World, Inc., the current property leaseholder. Couch asked specifically where said property is located on the Airport aerial map. Stoye announced that the Airport compatibility map would be sent to the Commissioners showing Airport property and boundaries.

MISCELLANEOUS ANNOUNCEMENTS

Commissioner Vazquez addressed the Commission on a possible meet and greet with the new owner of the Riverside Airport Café. Vazquez spoke about meeting and having lunch at the new Riverside Airport Café and how this would be a great opportunity to schedule for the May 8th meeting.

A MOTION WAS MADE by Commissioner Vazquez to invite Leimamo Taylor, new owner of the Riverside Airport Café to the scheduled May 8, 2019 Airport Commission Meeting for a meet and greet. The motion was **SECONDED** by Commissioner Butler.

FUTURE AGENDA ITEMS

Training/ Overview of Agenizing Future Items

Review of Airport website and resources

Meet & Greet with New Riverside Airport Café owner Leimamo Taylor

Provide report on Airport Fund Balance

ITEM NO. 4: ADJOURNMENT

The meeting adjourned at approximately 3:58 P.M.

As recorded.