

MINUTES
RIVERSIDE AIRPORT COMMISSION MEETING
VIRTUAL
Thursday, March 11, 2021, 3:00 p.m.

Members Present - Commissioners, Greene, Contreras, Bloch, Randleman and Vazquez

Members Absent - Butler and Couch

ITEM NO. 1: CALL TO ORDER

Chairperson Vazquez called the meeting to order at 3:00 p.m.

Pledge of Allegiance

Roll Call

ITEM NO. 2: PUBLIC COMMENT

No public comment at this time

CONSENT CALENDER

ITEM NO. 3: MINUTES OF JANUARY 14, 2021

A MOTION WAS MADE by Commissioner Bloch to approve the Minutes of January 14, 2021. Commissioner Greene **SECONDED** the motion. **AYES**, Commissioners Contreras, Greene, Bloch, Vazquez, and Randleman.

ITEM NO. 4: ABSENCE OF COMMISSIONER CONTRERAS ON JANUARY 14, 2021 COMMISSION MEETING

ITEM NO. 5: ABSENCE OF COMMISSIONER GREENE ON JANUARY 14, 2021 COMMISSION MEETING

ITEM NO. 6: ABSENCE OF COMMISSIONER BUTLER ON JANUARY 14, 2021 COMMISSION MEETING

Commissioner Butler was not present for this discussion. Commissioner Greene asked for a clearer communication line based on changes to time, day and access instructions for future virtual meetings. Airport Manager Kim Ellis confirmed that Airport staff will help follow up with Commissioner Greene on upcoming meetings. Commissioner Vazquez

also spoke about reaching out with Commissioner Greene on understanding the applications in order to attend the next commission meeting.

A MOTION WAS MADE by Commissioner Bloch to excuse the absences of Commissioners Contreras and Greene from the previous Airport Commission meeting. Commissioner Randleman **SECONDED** the motion. **AYES**, Commissioners Bloch, Vazquez and Randleman.

CONSENT CALENDER

ITEM NO. 7: ELECTION OF THE 2021-2022 AIRPORT COMMISSION OFFICERS

A MOTION WAS MADE by Commissioner Contreras to confirm the vote of Commissioner Vazquez as Chair and Commissioner Couch as Co-Chair for the 2021-2022 Airport Commission. Commissioner Greene **SECONDED** the motion. **AYES**, Commissioners Bloch, Greene, Contreras and Randleman.

ITEM NO. 8: ATTENDANCE POLICY REVIEW

Vazquez informed the Commission of the importance of giving at least a 24-hour notice to staff when a Commissioner cannot make a meeting. Commissioner Randleman gave an example of his current situation when a 24-hour notice was unavailable. Airport staff confirmed that any notice is appreciated as opposed to no notice at all.

COMMUNICATIONS

ITEM NO. 9: AIRPORT MANAGER'S OPERATION AND ACTIVITY UPDATE

Airport Manager Kim Ellis gave an overview of the current Airport Managers Report for March 2021. Ellis discussed a slight decline in aircraft operations due to weather and COVID-19 related issues. Ellis then spoke about the current financial report-showing year to date statistics.

Ellis then spoke about the City Council approval to release a Request for Proposal (RFP) for a hotel and supporting commercial development on the Airport's north side. Ellis eluded to the fact that the City's Community Development Department is collaborating with the Airport in the RFP development with a timeline of running publicly for 2-3 months.

Ellis then updated the Commission on the status of the Terminal building patio deck rehabilitation. The project was awarded and a walk thru meeting has been scheduled for the week of March 15, 2021.

Ellis stated that the Hangar Development agreement with Riverside Air Service has been pulled and will now go out to the public as an RFP. Ellis spoke of the location for the multi-unit aircraft hangar complex located on the south side of the Airport. Ellis stated that the agreement was written to house new Airport tenants specifically. Commissioner Vazquez asked about the Airport's current hangar waiting list and who was on this list. Ellis confirmed that the waiting list is mixed with current tenants who are looking for bigger or smaller hangars than the one they are currently leasing and new tenants who are seeking aircraft storage.

Commissioner Greene asked about the status of the unoccupied trailers in the Airport parking lot. Ellis said that other City Departments have been reallocating the trailers for other needs.

No future agenda items at this time.

Vazquez reminded all that the next scheduled Virtual Airport Meeting is tentatively scheduled for Thursday April 8, 2021 at 3:00 PM. Greene asked who to call if he had questions about future Commission meetings. Ellis confirmed to first contact airport staff if any questions should arise.

Ellis then introduced and gave a quick background of the new Airport Analyst Kathy Hunt. Ellis stated that Hunt took over for the previous Analyst, Megan Stoye who transferred to City Hall.

Vazquez ended the meeting by recognizing Airport Commissioner Ron Courts for his time served as Airport Commissioner.

Adjournment to April 8, 2021 at 3:00 pm.

The meeting adjourned at approximately 3:00 P.M.

As recorded.