

**MINUTES**  
**RIVERSIDE AIRPORT COMMISSION MEETING**  
**ART PICK COUNCIL CHAMBER & VIRTUAL**  
**Thursday, September 9, 2021, 3:00 p.m.**

Members Present - Butler, Bloch, Gibbs, Greene and Randleman

Members Absent - Contreras, Couch and Vazquez

Roll Call

Commissioner Bloch called the meeting to order at 3:20 p.m.

Pledge of Allegiance

**ITEM NO. 1: PUBLIC COMMENT**

None at this time

**CONSENT CALENDER**

**ITEM NO. 2: MINUTES OF JULY 8, 2021**

**ITEM NO. 3: ABSENCE OF COMMISSIONER GREENE ON JULY 8, 2021 COMMISSION MEETING**

**ITEM NO. 4: ABSENCE OF COMMISSIONER CONTRERAS ON JULY 8, 2021 COMMISSION MEETING**

**A MOTION WAS MADE** by Commissioner Butler approving the minutes of the July 8, 2021 meeting. **A SECOND WAS MADE** by Commissioner Greene.

**A MOTION WAS MADE** by Commissioner Bloch to excuse the absence of Commissioner Greene from missing the July 8, 2021. **A SECOND WAS MADE** by Commissioner Butler.

**A MOTION WAS MADE** by Commissioner Bloch to unexcused the absence of Commissioner Contreras from missing the July 8, 2021. **A SECOND WAS MADE** by Commissioner Butler. Bloch reminded all the Board/Commission Policy Resolution No. 23618, that all Boards Members shall make every effort to notify staff 24 hours prior to any regular meeting their intent not to attend said meeting. Commissioner Greene spoke about the confusion and concerns with meeting attendance in person and

virtually. Bloch confirmed with staff that follow up with Commissioner Greene will be addressed.

The Airport Commission voted on accepting the above motions made on the Consent Calendar. **AYES**, Commissioners Bloch, Butler, Gibbs, Greene and Randleman.

## **DISCUSSION CALENDER**

### **ITEM NO. 5: AIRPORT RULES AND REGULATIONS**

Commissioner Gibbs asked staff for a summary of the proposed changes to the current Airport rules and regulations. Airport Manager Kim Ellis alluded to specifically page 2 that adds language to tenant events on the airport including the Airport Event Program application, approval, insurance requirements, monitoring and Airport security. Other changes include FAA notifications for drone usage around the Airport, parking restrictions on the Airport ramp, Airport perimeter gate access, mandatory fire extinguishers in all hangars, wash racks for aircraft only and establishment of higher aircraft altitudes to avoid noise complaints west of the Airport. Ellis then noted that the Riverside Municipal Airport has the lowest number of noise complaints in all the airports that Ellis has been associated with. Gibbs thanked Ellis for the summary and asked for a better clarification on section 12.14.025 item C, which states that aircraft shall transmit "in the blind" when the air traffic control tower is closed. Ellis confirmed that communication with the ATC Tower for a more definitive definition of "in the blind" radio announcements when tower is closed. Bloch informed all that all airborne traffic uses frequency 121.0 and ground frequency 121.7 while on the ground taxiing to desired location on the Airport. Bloch said this is common practice at Riverside Municipal Airport when the tower is opened and or closed. Commissioner Randleman addressed his concerns about the proposed rules and regulations to the Title 12 policies specifically the noise abatement program and requirement for radios at the Airport. Randleman also stated that all the proposed rules need review and amending. Ellis then asked for this item to be tabled for further discussion in a future Commission meeting.

### **ITEM NO. 6: AIRPORT LEASING PROGRAM**

Ellis asked for this item to be pulled for staff to make alterations, which will be updated at the next Commission meeting.

### **ITEM NO. 7: AIRPORT MANAGER'S OPERATION AND ACTIVITY UPDATE**

Ellis then reported on the Airport Managers Report starting with

Airport Operations. Ellis stated that the operations numbers were down slightly for the month of July likely due to the heat of the summer

Ellis spoke about the current budget numbers ending in July with end of fiscal year numbers still being finalized by the City Finance Department.

Ellis then informed the Commission on the City Councils' approval of an additional \$100,000 for repairs on the Terminal Deck Patio Project due to unforeseen damage from years of termite infestation.

Ellis gave an overview of the upcoming recommendation for City Council approval on the Riverside Municipal Code, Title 12 Update, the Airport Master Lease Program Update and the Request for Quote for an on-call airport design consultant.

Ellis gave a construction update on the patio deck project showing pictures of the damage and progress of said project.

Ellis then informed all how the Airport Managers Report supports the five Cross-Cutting threads of the Strategic Plan Alignment.

## **COMMUNICATIONS**

### **ITEM NO. 8: ITEMS FOR FUTURE CONSIDERATION**

Airport Rules and Regulations Update

Airport Leasing Program Update

The meeting adjourned at approximately 4:02 P.M.

Adjournment to October 14, 2021 at 3:00 pm at Art Pick Council Chamber and Virtually.

As recorded.