

**MINUTES**  
**RIVERSIDE AIRPORT COMMISSION MEETING**  
**Airport Terminal Building Conference Room**  
**Wednesday, March 8, 2017, 3:00 p.m.**

Members Present - Commissioners Bloch, Combe, Courts, Greene,  
Plocher, and Vazquez

Members Absent - Stewart

## CALL TO ORDER

Chairman Combe called the meeting to order at 3:04 p.m.

**ITEM NO. 1: PUBLIC COMMENT**

Shannon Millen introduced herself. Ms. Millen will begin serving a term as Airport Commissioner at the next scheduled meeting.

ITEM NO. 2: NEWLY APPOINTED MEMBERS OF THE AIRPORT COMMISSION

Chairman Combe introduced Herman Greene and Joe Vazquez, the newest members of the Airport Commission. Commissioner Greene resides in Ward 6, is retired and an active volunteer in the Riverside community for the last 5 years. Commissioner Vazquez is a resident of Ward 2, owns a private security business, and is a U.S. Marine Corps veteran.

Lauren Fichtner, Airport Operations Coordinator announced her resignation, effective immediately after the 2017 Riverside Airshow.

## APPROVAL OF MINUTES

ITEM NO. 3: MINUTES OF FEBRUARY 8, 2017

**A MOTION WAS MADE** by Commissioner Courts to Accept the Minutes of February 8, 2017. The motion was **SECONDED** by Commissioner Plocher. **ALL AYES**, Commissioners Bloch, Combe, Courts, Greene, Plocher, and Vazquez.

## DISCUSSION AND ACTION ITEMS

ITEM NO. 4: ELECTION OF 2017 OFFICERS

At the meeting in February, the Commission approved the nomination of Commissioner Courts as Chair and Commissioner Plocher as Vice-Chair

for 2017 Officers. After discussion, **A MOTION WAS MADE** by Commissioner Vazquez to accept Commissioner Courts as Chair and Commissioner Plocher as Vice-Chair for 2017 Officers. The motion was **SECONDED** by Commissioner Greene. **ALL AYES**, Commissioners Bloch, Combe, Courts, Greene, Plocher, and Vazquez. There was consensus that Commissioner Combe continue serving as Chair for the duration of the meeting.

#### **ITEM NO. 5: CLARIFICATION OF 2017 MEETING CALENDAR**

Chair Combe highlighted the past discussion on revising the meeting calendar for the Airport Commission. Due to a frequent lack of quorum and a lack of agenda items, the Airport Commission had expressed a need to discuss the possibility of canceling a few meetings throughout the year. The intention of the discussion was not to make a permanent change in the meeting calendar, but to consider canceling the following scheduled meeting if there were no pending items for the agenda. A permanent change in the Airport Commission meeting schedule would require a formal revision to the by-laws. Discussion followed.

Chair Combe clarified that there will be no change to the Commission by-laws and that at the end of each meeting, the Airport Commission will decide whether to cancel the next scheduled meeting, should there be a lack of agenda items.

The subject of meeting attendance was also discussed. An absence by a member of the Airport Commission will be reviewed as an agenda item at the following meeting. The Airport Commission will vote to excuse the absence. The vote will be reflected in the meeting minutes and filed with the City Clerk. An attendance report for boards and commissions is regularly prepared by the City Clerk and shared with the Mayor and City Council. There was discussion regarding members of the Airport Commission contacting the Airport Administration staff immediately, if an absence to an upcoming scheduled meeting is inevitable. Commissioner Plocher also discussed a quorum, the minimum number of voting members who must be present at a scheduled meeting.

#### **AIRPORT MANAGER'S REPORT**

#### **ITEM NO. 6: OPERATION AND ACTIVITY UPDATE**

Airport Manager Kim Ellis updated the Airport Commission on activities impacting the Airport, in addition to the expense and revenue of Airport operations. Traffic Count for February was less than previous years, possibly due to inclement weather.

The Airport will recommend that the City Council approve the amended agreement with Raincross Fuel & Oil, Inc. to increase leased property by an additional 519 square feet. Two large hangars will be installed

west of the self-serve pump and the FAA Flight Standards District Office.

An amendment to the lease agreement with the Airport's Fixed Base Operator (FBO), is also recommended to be approved by the City Council in March. Riverside Air Service, Inc., will increase leased area by an additional 7,500 square feet, and the monthly lease amount to the Airport will subsequently, increase by \$400.

Ellis discussed upcoming maintenance projects at the Airport. The Hangar Paint Project will include 4 rows of hangars and a maintenance facility. The cost of repairing the observation deck in the terminal building may push the start of the project back into the next fiscal year, after July 1, 2017. Discussion followed.

#### **MISCELLANEOUS ANNOUNCEMENTS**

##### **ITEM NO. 7: AVIATION CAREER FAIR UPDATE**

Airport Customer Service Representative Michael Dean updated the Airport Commission on the education fair, slated for May 20, 2017 to be held at the Riverside Airport. Various schools with aviation-related programs will be invited to set up displays. Focus will be on college-bound high school junior and senior class students. School districts and individual private schools are invited to join. As an outreach effort, Dean encouraged the Airport Commission to participate in the planning of the event. Chair Combe suggested staff invite Commissioner Stewart, as a member of the Outreach Committee. Discussion followed.

##### **ITEM NO. 8: RIVERSIDE AIRSHOW - 2017 AIRSHOW COMMITTEE UPDATE**

Fichtner updated the Airport Commission on the upcoming air show. The 25th annual Riverside Airshow is scheduled for Saturday, April 1, 2017. A \$6 pancake breakfast starts at 7:00 a.m. and the airshow begins at 9:00 a.m. and ends at 4:00 p.m. The Just In Time SkyDivers will signal the start of the show. Performers include Spencer Suderman, Julie Clark, Chuck Coleman, Jon Melby and John Collver. Aerobatic pilot Vicki Benzing is the new addition to the list of performers. The Jet Car will be replaced this year by the Smoke-N-Thunder Jet Truck. There will be a change in the location of the car show. The Wings And Fins display will be placed on the west side of the Airport, adjacent to the 34 crosswind runway. The Kidzone area will be expanded. In addition, two radio stations will be present and providing advertisement: KFROG and AM590. Also, there will be temporary ATMs available in the terminal lobby.

Commissioner Courts discussed volunteering for the air show. Members of the Airport Commission are encouraged to volunteer and help with

the Lost And Found Table, passing out brochures, parking direction and other needed tasks. Chair Combe clarified that the Riverside Airshow is organized by the Air Show Committee, a non-profit group of volunteers. Discussion followed.

**ITEM NO. 9:       BOARDS AND COMMISSIONS RECEPTION - MARCH 27, 2017**

Members of the Airport Commission and their guests are invited to attend the annual Boards and Commissions Reception to be held at the Riverside Convention Center. This event is hosted by the Riverside City Clerk and Staff. The outgoing members will be highlighted and new members will be welcomed by Mayor Rusty Bailey.

Chair Combe reminded the members of the Airport Commissioners that an Identification Card is available at the Human Resources Department in City Hall. There was discussion on meeting rules and the role of the Airport Commission. The City Clerk's Office provides additional training and education for new board and commission members, such as the role of a board or commission member, ethics and conflict of interest. Discussion followed.

**FUTURE AGENDA ITEMS**

There was consensus to cancel the April 12, 2017 meeting due to a lack of agenda items.

**ITEM NO. 10:     ADJOURNMENT**

The next meeting will be May 10, 2017 at 3:00 P.M.

The meeting adjourned at approximately 4:17 P.M.

As recorded.