

**MINUTES  
RIVERSIDE AIRPORT COMMISSION MEETING  
VIRTUAL  
Thursday, November 12, 2020, 3:00 p.m.**

Members Present - Commissioners, Couch, Courts, Contreras, Bloch,  
and Randleman

Members Absent - Butler, Greene, and Vazquez

**CALL TO ORDER**

Chairperson Courts called the meeting to order at 3:17 p.m.

Pledge of Allegiance

Roll Call

**ITEM NO. 1: PUBLIC COMMENT**

No public comment at this time

**APPROVAL OF MINUTES**

**ITEM NO. 2: MINUTES OF JANUARY 9, 2020**

**A MOTION WAS MADE** by Commissioner Couch to approve the Minutes of January 9, 2020. Commissioner Contreras **SECONDED** the motion. **AYES**, Commissioners Couch, Courts, Bloch, Contreras, and Randleman.

**DISCUSSION CALENDER**

**ITEM NO. 3: CODE OF ETHICS ANNUAL REVIEW**

**A MOTION WAS MADE** by Commissioner Bloch to approve the understanding of the Code of Ethics Annual Review. Commissioner Randleman **SECONDED** the motion. **AYES**, Commissioners Couch, Courts, Bloch, Contreras, and Randleman.

**ITEM NO. 4: 2020-2021 COMMISSION CHAIR AND CO-CHAIR VOTE**

Commissioner Courts nominated Commissioner Vazquez as the new Airport Commission Chair. Commissioner Couch nominated himself as the new Co-Chair for the Commission. Both nominations have been tabled for the next meeting-awaiting vote.

**COMMUNICATIONS**

**ITEM NO. 5: AIRPORT MANAGER'S OPERATION AND ACTIVITY UPDATE**

Airport Manager Kim Ellis informed the Airport Commission on the aircraft operations comparing January 2020 to September 2020 showing a decrease possible due to COVID-19 effects. Ellis then spoke about the current financial report with the period ending September 2020 reflecting a revenue increase of about 1%.

Ellis then spoke about the success of the Riverside Airport Café during the current pandemic including expanding outside seating and curbside service. Ellis stated that staff is currently working on a lease extension with the Commemorative Air Force which could be finalized by possibly end of year. Next, Ellis updated the Commission on the Port-A-Port pavement project that concluded a day early and right at budget.

Ellis gave an update on the \$350,000 Federal Aviation Administration funded grant project for an Airport emergency generator and windsock relocation.

Ellis gave an overview of the 5-year Airport Capital Improvement Project Plan. Details included a Taxiway A design and rehabilitation scheduled for 2-3 years. Ellis confirmed no projects scheduled for 2022 with a L.E.D. runway lighting upgrade project scheduled for 2023. An update to the Airport Master Plan is on the ACIP schedule for the near future as well.

Ellis ended the Airport Managers report by discussing the FAA Runway Safety Action Team's report regarding the Airport's three violations in three years by individuals climbing the fence to access the airport. The FAA commended the Airport on its safe operations and security.

Commissioner Contreras asked about new ground field stakes between Runway 27 and Hillside. Ellis confirmed no development is planned for

the area and the stakes could be SoCal Gas marking their underground pipeline.

Commissioner Bloch asked about the Taxiway A runway timeline. Ellis gave information to the Commission about the FAA's award schedule stating that design proceeds construction by a year making construction about 2023.

General Services Director Carl Carey gave an overview and recommendations on the first virtual Airport Commission Meeting. Airport Customer Service Representative Michael Dean will call out each Commissioners name during any future voting process to keep a sense of structure. When speaking Commissioners should identify themselves when approving or making a second on any item. Carey also recommended that during virtual commission meetings participants use the "raise your hand" feature on Microsoft teams when wanting to speak.

**ITEM NO. 6: ITEMS FOR FUTURE CONSIDERATION AS REQUESTED BY AIRPORT COMMISSION AND STAFF**

Ellis suggested the Airport Commission's Review of Airport Rules and Regulations in the next few scheduled meetings.

Ellis also proposed the future agenda item of the Airport Layout Plan involving land designated for a possible hotel and development. Couch ask for a map of the proposed sight. Commissioner Bloch recommended ramp parking near hotel for easier accessibility. Bloch also commented on a recent news program involving a possible closure of 50% of Best Western Hotels and how this must be considered. Ellis spoke of the cost in constructing a designated runway and parking ramp. Carey recommended the item be tabled for a future agenda.

The meeting adjourned at approximately 3:51 P.M.

As recorded.