



City of Arts & Innovation

# Airport Commission

**TO: AIRPORT COMMISSIONERS** **DATE: MARCH 14, 2024**

**FROM: GENERAL SERVICES DEPARTMENT** **WARD: 3**

**SUBJECT: AIRPORT MANAGER'S OPERATIONS AND ACTIVITY REPORT**

## **ISSUE:**

Receive the March 2024 Airport Manager's Operations and Activity Report, which includes 2023 and January 2024 aircraft operations data, July 2023 – January 2024 financial data, and review of airport highlights and events.

## **RECOMMENDATIONS:**

That the Airport Commission receive this March 2024 Airport Manager's Operations and Activity Report.

## **BACKGROUND:**

The Airport Manager's Operation and Activity Report is provided to inform the Airport Commission (Commission) about operations, City Council actions, events, meetings and other issues concerning the Riverside Municipal Airport (Airport).

## **DISCUSSION:**

This update includes information about Airport operations, financials, and review of Airport highlights.

### **Key Operational and Financial Statistics**

#### **Aircraft Operations:**

*End of Year*

Aircraft Operations (Takeoffs and Landings)			
Year over Year	Jan-Dec 2022	Jan-Dec 2023	Year to Date
	127,353	130,483	+2.5%
Monthly	Dec 2022	Dec 2023	
	10,466	9,594	-8.3%

NOTE: FAA air traffic statistics are reported on a calendar year basis

2023 was a record year for Riverside Municipal Airport, totaling 130,483 operations. With an average of 357 operations per day, 7 days per week, the Airport is busier than many commercial service airports, and has the busiest FAA contract tower in the state of California.

### New Year

Aircraft Operations (Takeoffs and Landings)			
Monthly	January 2023	January 2024	
	8,863	11,583	+30.0%

NOTE: FAA air traffic statistics are reported on a calendar year basis

For the first month of 2024, aircraft operations were up 30% from the same month in 2023. This continues to build on the more than 130,000 aircraft operations in 2023– an annual record for the Airport.

### Financials:

Airport Financials July 01, 2023 – January 31, 2024					
	OPERATING BUDGET		ACTUAL	% TO GOAL	
Expenditures <sup>(1)</sup>	\$	1,898,590.42	\$	1,000,808.21	52.8% <sup>3</sup>
Revenues <sup>(2)</sup>	\$	1,741,317.00	\$	1,217,471.31	69.9%
<sup>(1)</sup> Includes adjustments and encumbrances					
<sup>(2)</sup> Preliminary figures as of 12/04/23					
<sup>(3)</sup> 58.3% complete with FY					

For the first seven months of the current fiscal year, revenues were almost 12% higher than budgeted. This is due to continued efforts to enhance revenues, including additional ground leases, and the continued profitability of the Riverside Airport Café, resulting in increased revenue share profits. Expenditures were almost 6% below budget, due to continued efforts to control expenditures and implement cost saving measures as appropriate, such as deferring unnecessary projects and relying less on contracted vendors by performing improvements and repairs in-house.

### Highlights

**Hangar donation.** The owner of a 1,058 square-foot hangar, which was relocated from Rialto Municipal Airport in 2014, has donated his aircraft hangar to the Airport. Once finalized, this hangar will generate \$391.46 monthly revenue for the Airport, plus \$15 monthly for utilities, for a total of \$4,877.51 annually.

**Office availability.** Airport staff renovated a vacated office, which is now available to lease for \$702 monthly.

*New Hire.* To provide evening operational coverage at the Airport, an additional Airport Operations Specialist has been hired. This employee began on January 19, 2024.

*February rains.* The significant rains on February 5 and 6 resulted in a great deal of water on the airfield. Airport staff had cleaned out all drains prior to the forecasted rain, allowing most of the water to be handled quite well. The concrete drainage canals constructed in 2023 near the approach end of Runway 9 handled the water flow quite well. Many airport roofs continue to leak, but funds are forthcoming to begin roof rehabs/replacement.

*Terminal television.* To provide a more customer-focused terminal experience, a new 75” television was installed in the airport terminal. This TV is ordinating a weather channel throughout the day.

*ONT 5K observation.* Mr. Michael Dean, Airport Operations Coordinator, observed the Ontario Airport 5K run on February 4. Riverside Airport is planning to host a 5K run in Fall 2024, so this observation will inform our efforts.

*FAA FSDO Roof Repairs Bid Award.* The Federal Aviation Administration building, located at 6961 Flight Road, was constructed in the late 1970s and has been in service for over 40 years. After many years of exposure to the sun and outside elements the roof is deteriorating quickly and exhibiting signs of severe wear. In an effort to extend the life of the existing roof, it has been overlayed twice. However, in recent years, the roof has been experiencing more and more water leaks. After years of repairs, the roof has reached the end of its useful life, and it is no longer feasible to continue repair efforts. The roof also contains asbestos which is a health hazard and will be abated during the removal of the existing structure.

On January 16, 2024, City Council approved a supplemental appropriation in the General Fund of \$1,000,000 from the Infrastructure Reserve for an interfund transfer to the Airport Fund and record supplemental appropriations in the same amount in Airport Capital Projects expenditure account for Airport building remedial repairs.

The General Services Department is responsible for oversight of facilities maintenance and Capital Improvement Programs for core City departments and facilities, including the Riverside Municipal Airport. Many of the existing facilities are experiencing impacts from aging and years of deferred maintenance. The roof of the Federal Aviation Administration building is in dire need of replacement as it is now a safety hazard and staff have had to be temporarily relocated to a different building.

On October 31, 2023, the Purchasing Division, in cooperation with the General Services Department, solicited a formal request for bids for the removal and replacement of the Federal Aviation Administration building roof. The notification of release of Bid No. 8043 was sent to 70 City of Riverside vendors and 500 external vendors. On December 13, 2023, the City received seven bid responses, which were found responsive, and the results are shown below:

Bidder	City	Total Price	Bid Status
Roy O. Huffman Roof Company	Riverside, CA	\$394,292	Responsive
R&R Roofing & Waterproofing, Inc.	Lake Elsinore, CA	\$402,240	Responsive
Best Contracting Services, Inc.	Gardena, CA	\$449,111	Responsive

Rite-Way Roof Corporation	Fontana, CA	\$460,305	Responsive
AME Builders, Inc.	Pomona, CA	\$478,900	Responsive
Chapman Coast Roof Company, Inc.	Fullerton, CA	\$512,811	Responsive
Bell Roof Company	San Bernardino, CA	\$530,500	Responsive

The bid response from Roy O. Huffman Roof Company was deemed the lowest responsive bidder in the total amount of \$394,292.

The Purchasing Manager concurs that the recommendation to award is in compliance with Purchasing Resolution No. 23914.

#### **Recent City Council and Committee Actions:**

- Title 12 Update. Approved.
- Hangar Donation. Approved.
- Fuel Flowage Fee increase. Approved.
- Harvest Church Lease Renewal. Approved.
- Maintenance One Lease Renewal. Approved.
- FAA Lease Amendment. Approved.
- Airport Loan. Approved.
- Council- Award Bid to Huffman Roof Company for \$394,292 and 15% change order authority up to \$59,143 for a total not to exceed \$453,435 for FAA FSDO Roof repairs.

#### **Upcoming City Council and Committee Actions:**

None.

#### **STRATEGIC PLAN ALIGNMENT:**

The **AIRPORT MANAGER'S OPERATION AND ACTIVITY REPORT** contributes to Strategic Priority No. 5 *High Performing Government* and Goal No. 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** - The Airport fosters community trust by regularly reviewing federal guidelines and regulations to ensure operational safety.
2. **Equity** – The Riverside Municipal Airport ensures equitable access to Airport resources.
3. **Fiscal Responsibility** – This Report provides information describing the financial status of the Airport as a snapshot in time and compares that picture with past performance.
4. **Innovation** – This Report provides a timely account of activities undertaken to ensure the Airport is well-situated for future growth.
5. **Sustainability and Resiliency** – This Report provides information to the community on the

Airport's investment in safeguarding Airport resources and assets.

**FISCAL IMPACT:**

There is no fiscal impact associated with receiving this monthly activity report.

Prepared by:	Daniel Prather, Airport Manager
Approved by:	Carl Carey, General Services Director
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/Treasurer

Attachment:	Presentation
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