

MINUTES
RIVERSIDE AIRPORT COMMISSION MEETING
Airport Terminal Building Conference Room
Wednesday, September 9, 2009, 2:30 p.m.

Members Present - Commissioners Brown, Hantman, Moorman,
Olson and Yeager

Members Excused - Cook, Ballance and Horvath

CALL TO ORDER

Chairperson Brown called the meeting to order at 2:31 p.m.

ITEM NO. 1: PUBLIC COMMENT

There was no comment from guests attending the meeting.

APPROVAL OF MINUTES

ITEM NO. 2: MINUTES OF JULY 8, 2009

Commissioner Hantman **MADE A MOTION** to accept the Minutes of June 10, 2009 as read. The motion was **SECONDED** by Commissioner Moorman. **ALL AYES**, Commissioners Brown, Hantman, Moorman, Olson and Yeager.

DISCUSSION AND ACTION ITEMS

ITEM NO. 3: Fixed Based Operations (FBO) at Riverside Airport

Airport Director Ripley gave an update to the Airport Commission on the status of the FBO. On August 25, 2009, the FBO for Riverside Airport, Zenith Flight Support was formally evicted and subsequently, their doors were closed for business. Zenith Flight Support operated at Riverside Airport for approximately four (4) years.

To compensate during a period of transition, Airport staff will take over and provide limited FBO services at Riverside Airport on a temporary basis, including handling the truck fuel services and most transient support needs such as catering, rental cars, etc. Riverside Airport will also handle renting hangar space as well as staging aircraft for flights.

Airport Director Ripley also explained that the underground tanks currently owned by Riverside International is not compliant according to the Hazardous Material Management Division of the Riverside County Department of Environmental Health. Notice to the controlling share-holder of Riverside International will be sent regarding the regulatory issues with the underground tanks. These underground tanks will not be used. Above-ground tanks will most-likely be used in the future as there are less regulatory measures and is easier for the Airport to monitor. Consequently, Riverside Airport is purchasing a new Jet-A truck to move jet fuel from the tank at the RPD Aviation Unit facility. The cost to purchase a new truck is about the same as leasing a used vehicle.

Three positions will be added to help the Airport provide the highest level of service: a full-time Lineman, a full-time Customer Service Representative and a part-time Fueller.

Airport staff is working on a lease agreement with AOG Jet Support Inc. They will occupy the maintenance hangar as a repair station for jets. AOG specializes in Citation jets. It is anticipated that this service will stimulate the sale of jet fuel.

Discussion followed regarding flight training service. Airport Director Ripley explained Zenith Flight Support supplied only aircraft for lease as instructors were free-lancing. The issue of providing flight training will be addressed soon. One option will be to provide office space to independent instructors that provide their own aircraft. Other than California Aviation on Airport Drive, there are no other flight training services for fixed-wing aircraft. In addition, it is probable that the current General Aviation aircraft maintenance service at Riverside Airport, Maintenance One will have an increase in business.

When the City of Riverside considers it to be appropriate, Airport staff will submit a Request For Proposal for a private operator to provide and operate a full-service FBO.

COMMITTEE REPORTS

There was no Committee Report.

CITY COUNCIL ACTIONS

Airport Director Ripley informed the Airport Commission of an upcoming City Council item to prepare a budget for the rest of

the fiscal year. The request to consider an interim funding plan for the FBO operations will be presented to City Council. Airport Staff will track and estimate revenue to cover initial operating costs. There is no impact on the General Fund and it is anticipated that revenues will exceed expenditures.

The Airport Director updated the Airport Commission on recent City Council action: the Environmental Assessment contract was approved. In addition, the Airport Master Plan update was approved by City Council. The lease agreement with Port-A-Port Hangars was extended. Port-A-Port Development plans to make improvements to the hangars soon.

CONSTRUCTION AND PROJECT UPDATE

ITEM NO. 4: VOR - ORAL REPORT

Airport Director Ripley presented the oral report on the VHF Omni-directional Radio Range (VOR) to the Airport Commission. The VOR is up and running. The new approach plates are published and the frequency is the same. It was reported that pilots have already tracked the VOR to Riverside Airport.

ITEM NO. 5: TERMINAL BUILDING UPDATE - ELEVATOR - ORAL REPORT

Airport Director Ripley updated the Airport Commission with the work on the Terminal Building elevator. Work has commenced and it is anticipated the improvements will be evident. The remodel is expected to be completed sometime in October.

Discussion followed regarding other improvements to the Terminal Building. Additional landscaping is planned. Some of the projects were slightly delayed due to one of the Airport Operations Specialists fulfilling his jury duty requirement. After the elevator remodel is complete, work will begin in replacing the lobby flooring. Construction of the conference room on the first floor will be handled by City of Riverside General Services. It is anticipated that the November Airport Commission meeting will be held in the newly constructed conference room.

MISCELLANEOUS ANNOUNCEMENTS

ITEM NO. 6: NEW AIRPORT COMISIONER INTRODUCTION - CREG QUIROZ

Chairperson Brown introduced and welcomed Creg J. Quiroz as the new Airport Commissioner for the Ward 7 seat. Commissioner Quiroz has previously served in several Riverside City Board and Commissions.

There was discussion regarding the status of the D&D Airport Café and impact from the current economy. Airport Director Ripley reported the Riverside Pilots Flying Club holds aviation study group sessions twice a month and have coordinated dinner specials with D&D Café. According to the restaurant owner, this effort has helped the business considerably. In addition, D&D Café can accommodate general requests for FBO services.

Commissioner Hantman announced the March Air Force Base Picnic will be held Saturday, September 19, 2009. Local surrounding communities organize and fund the picnic to show their appreciation to the military. Commissioner Hantman stated more than 5,000 members of the military, their family and community are anticipated to attend this year's event and that volunteers were needed to help with the occasion.

Commissioner Olson reported the tribute to Tom Spiller, held at Riverside Airport several months back is now posted on YouTube. The traditional ceremony to commemorate a last flight with the Civil Air Patrol involves a high and heavy stream of water shot over the plane after landing, as the aircraft taxis. Airport Operation Specialist Rodger Kane provided the water spray shot from the ARFF truck. Spiller served 30 years as chaplain for the Civil Air Patrol as well as served in the Marines during World War II.

Commissioner Yeager asked about a recent incident at Riverside Airport. Director Ripley reported an aircraft had damaged PAPI lights and a taxiway sign while taking off on Runway 27. Airport Sr. Operations Specialist Bill Estes confirmed there was a brake malfunction. Costs to cover the damage will be provided by the pilot's insurance policy.

ONGOING ISSUES - None

FUTURE AGENDA ITEMS

ITEM NO. 7 Emergency Drill Training With RFD Staff

ITEM NO. 8: ADJOURNMENT

The meeting adjourned at approximately 3:31 p.m.

The next meeting will be October 14, 2009 at 2:30 p.m.

As recorded.