

UKIAH REGIONAL AIRPORT COMMISSION
March 3rd, 2015
Minutes

COMMISSIONERS PRESENT

Randal Beckler, Acting Chair
Don Albright
Eric Crane

STAFF PRESENT

Greg Owen, Airport Manager
Ken Ronk, Airport Assistant / Recording Sec.

COMMISSIONERS ABSENT

Carl Steinmann, Chair
Gordon Elton, Vice Chair

OTHERS PRESENT

Cathy Elawadly

1. CALL TO ORDER

The Airport Commission meeting was called to order by Vice Chair Elton at 6:15 p.m. at the Ukiah Regional Airport, Old Flight Service Station, 1403 South State Street, Ukiah, California. Roll Call was taken with the results listed above.

2. PLEDGE OF ALLEGIANCE - Everyone recited the pledge of allegiance.

3. APPROVAL OF MINUTES – February 3rd, 2015

M/S Crane/Albright to approve February 3rd, 2014 minutes.. Motion carried (3-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

5. DISCUSSION/ACTION

5A. Special Presentation

Airport Manager Owen:

- Staff and the Airport Commission would like to thank Cathy Elawadly for her years of service to the Airport Commission as Recording Secretary.

Airport Assistant Ronk:

- Presented Cathy Elawadly with a plaque that read “Cathy Elawadly Recording Secretary for 11 years of Determination and Dedication to the Airport Commission we present this award March 3rd, 2015 Thank you from all the Airport Commissioners and Airport Staff.

Cathy Elawadly:

- Thank you very much and I enjoyed doing it.

5B. Airport Maintenance

Airport Manager Owen:

- Tenant Ron Hunt sent a letter to us stating that he is pleased that we have secured up the hangar area. Our maintenance person Dave used corrugated metal to secure the spaces between the hangars and fencing in the southwest corner to completely secure the hangar area. Total cost on the whole project was around \$50 due to us having left over materials from other projects.
- Daryl Hudson (Ukiah Aviation) asked us to lock the gate by the picnic area due to the transit people accessing the ramp area. We placed a paddle lock on the gate. The area can still be accessed by using the other gate on the north side of Ukiah Aviation or going through the building.
- A few port-a-port hangars that became vacant had maintenance performed on them.
- Dave has been weeding and mowing around the whole airport.

1 **Commissioner Crane:**

- 2 • Asked if we ever got pricing for fencing the area around the administration building?
3

4 **Airport Manager Owen:**

- 5 • The pricing for the fence has been all over the place depending on what went.
6

7 **Chair Beckler:**

- 8 • What we used on the grass area by the administration building and how did it work during the
9 drought.

10
11 **Airport Manager Owen:**

- 12 • We used a green paint like material sprayed on the grass to look green and it looks like the grass
13 is making a full recovery.
14

15 **5C. Fuel Tank**

16 **Airport Manager Owen:**

- 17 • At 1:30 today the bids for the Fuel Tank were opened up with the following:
18 1. Masscott Equipment Co. \$166,905.48
19 2. Envirosafe Memco Inc. \$173,813.29
20 3. Shields, Harper & Co. \$386,676.00
21 • The lowest bid came in about \$40,000 above what we were expecting. These prices only cover
22 the tank system and not the cement pad and electrical work that needs to get done. Masscott
23 gave us an informal bid of around \$127,000 when we talked. We added a few things that drove
24 the price up and will have to review them and see if they are really needed.
25 • Our budget of \$200,000 will not work with the tank costing so much.
26 • We will be reviewing the spec. and be seeing this again.
27

28 **Commissioner Crane:**

- 29 • What is the sequel point (budget) that we were trying to stay in.
30
31

32 **Airport Manager Owen:**

- 33 • The budget for the whole project needs to be around \$200,000. The other stuff for the project has
34 been estimated around \$50,000 - \$60,000. Putting us over about \$40,000.
35

36 **Commissioners:**

- 37 • Discussion on the cost of the cement pad and electrical work that's needed.
38

39 **Airport Manager Owen:**

- 40 • We will be contacting Masscott and talking about how we can reduce the cost.
41

42 **5D. Hangar Waiting List Policy**

43 **Airport Manager Owen:**

- 44 • The changes to the Aircraft Hangar Waiting List Policy are.
45 ➤ Aircraft must be airworthy; if the aircraft is non-airworthy, upon request Tenant must
46 provide the Airport Manager with a schedule showing when the aircraft will return to
47 airworthy status. The Airport Manager and the Airport Commission will review the
48 schedule and routine status updates to the Commission to insure there is progress on the
49 project. City of Ukiah reserves the right to terminate this agreement if non airworthy
50 status extends beyond the project schedule. Tenant may seek Airport Commission
51 recommendation to allow more time to complete project.
52 ➤ Current tenant hangar upgrade aircraft must have been airworthy prior to signing new
53 lease agreement. If the aircraft is non-airworthy at the time a hangar becomes available
54 the name will be removed from the list and money refunded.

- 1 ➤ Hangar Permittees who are in the process of building an aircraft shall be required to
2 show proof that they own the aircraft that will be stored in the hangar or that they are in
3 possession of the major components including the engine, for that aircraft.
4

5 **Commissioner Crane:**

- 6 • Request that in the third new section that **including the engine** be removed, that could really
7 create a hardship for most people.
8 • Request a schedule time frame be added to the first new section say within 30 day.
9

10 **Airport Manager Owen:**

- 11 • Would like a recommendation to Council with the Waiting List Policy as amended.
12

13 **M/S Albright/Crane** as amended. Motion carried (3-0).
14
15

16 **5E. ACIP**

17 **Airport Manager Owen:**

- 18 • ACIP is what we submit to the FAA and it's a 5 year plan on all the projects that we intend to do.
19 Just because it's in the ACIP does not mean they have to get done, or in any particular order. If
20 they are not listed in the ACIP they cannot get done. This list put together by our consultants
21 Mead Hunt. In order for us to precede on the ACIP projects we have to have an approved ALP.
22 ➤ 2016 ACIP – Runway Design
23 ➤ 2017 ACIP – Runway Construction Phase 1
24 ➤ 2018 ACIP – Runway Construction Phase 2
25 ➤ 2019 ACIP – Runway Construction Phase 3
26 ➤ 2020 ACIP – Runway Construction Phase 4
27 • The FAA wants to split the runway project up over 4 phases which increases cost of mobilization
28 of the equipment. These phases will cost over 2 million dollars. The FAA feels it's better to do
29 them over a few years instead of one big project that's harder to get funding for.
30 • Runway will be narrowed to 75 feet wide.
31

32 **Commissioner Albright:**

- 33 • Would like to have a tour of the runway so everyone can visualize the conditions of the runway.
34

35 **Commissioners:**

- 36 • Discussions on condition of the runway and the cracks.
37

38 **Airport Manager Owen:**

- 39 • The FAA has a new program in place the Pavement Management so that they keep maintaining
40 the runways instead of letting them get rundown and then needing complete replacement of the
41 runways.
42

43 **REPORTS**

44 **6A. Airport Monthly Financial**

45 **Airport Manager Owen:**

- 46 • New sheet has the Fuel Inventory that tells us what's in the trucks and the fuel tank. It also has
47 the cost per. gallon and the retail price per. gallon.
48 • Epic still owes us about \$47,000.
49

50 **Commissioners:**

- 51 • Discussion on tank size and the capacity of fuel.
52

53 **6B. ALP Update**

54 **Airport Manager Owen:**

- Next month we should be ready for a recommendation to adopt the ALP. The FAA tells us what they want in the ALP.
- We may have the consultant back to discuss the new ALP.
- Would like to get the ALP to the City council in April for adoption.

7. **AGENDA ITEMS FOR FEBRUARY**

1. ALP Update
2. Airport Maintenance
3. Fuel Tank
4. Noise Abatement
5. Airport Monthly Financial Report
6. Airport Day

8. **COMMISSIONER COMMENTS/STAFF COMMENTS**

Commissioner Crane:

- Received a letter from John Eisenzopf complaining about fuel prices. John's take on the fuel is that Ukiah does not provide self-serve fuel so our prices should be at the self-serve price. Would like to know about staffing levels once we get the self-serve tank.

Airport Manager Owen:

- Talked about the yearly upkeep of the tank and manpower cost and how many gallons would need to be sold to pay back the loan on the tank.
- The big advantage to getting a self-serve 100LL tank would be converting the old tank to Jet fuel increasing our capacity for fire season.
- The self-serve 100LL tank would at a loss or a very small profit for the amount that we sell. But the potential revues on the extra Jet fuel capacity would make up for that.

Commissioner Crane:

- Should we just be looking for a stand a loan 20,000 Jet A tank.

Commissioners:

- Is it a sound investment to get a self-serve tank with all the cost associated with it?
- Look at just increasing the Jet A capacity.

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:50 p.m.

Kenneth Ronk, Recording Secretary