

UKIAH REGIONAL AIRPORT COMMISSION
February 3rd, 2015
Minutes

COMMISSIONERS PRESENT

Gordon Elton, Vice Chair
Randal Beckler
Eric Crane

STAFF PRESENT

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

COMMISSIONERS ABSENT

Carl Steinmann, Chair
Don Albright

OTHERS PRESENT

1. CALL TO ORDER

The Airport Commission meeting was called to order by Vice Chair Elton at 6:00 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 – December 2nd, 2014

M/S Crane/Beckler approved December 2nd, 2014 minutes. Motion carried (3-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

5. DISCUSSION/ACTION

5A. Airport Maintenance

Airport Manager Owen:

- New carpet installed in Admin building along with a new coat of paint inside building. This has been in the works for a couple years and needed to get done due to the deteriorating carpet condition.
- We replaced the old Nissan p/u with a newer 2500 Chevy 2wd with utility boxes. The Nissan p/u truck no longer had reverse and the forward gears were starting to have problems. We have already taken the old Nissan out of service. The Chevy p/u is getting cleaned up by Dave. We feel this p/u from the Street Department should last us several years before needing to get replace.
- Dave at the garage has started to surplus of the Nissan p/u truck and the old Jet A truck.
- Beacon light on top of pasco hangars was replaced today.
- Tomorrow Dave and I will be replacing the light bulb on the Rotating Beacon on top of Spanish mountain.

Commissioner Crane:

- Asked about the old Jet A truck and weather we should keep it another summer as additional fuel storage.

Airport Manager Owen:

- The old Jet truck pump is not pumping very well now and worries that it will stop working completely with fuel inside tank. So no we should not hold on to it any longer.

5B. Fuel Tank

Airport Manager Owen:

- The Spec for the 100LL Avgas self fuel island will go out tomorrow Feb. 4th. Mary from Purchasing was trying to get the bid out Tuesday, but Ken and I wanted to review it one more

1 time before it was put out. Staff feels that the letter Commissioner Crane has prepared should not
2 be sent out because the package will go out on Feb. 4.
3

4 **Commissioner Crane / Vice Chair Elton:**

- 5 • Request that when the bid go's out that they are emailed a copy of bid specifications.
6

7 **5C. Hangar Waiting List Policy**

8 **Airport Manager Owen:**

- 9 • Thinking about renaming it to Hangar Eligibility Policy and adding a few things to the policy.
- 10 • Aircraft must be airworthy; if the aircraft is non-airworthy, upon request Tenant must provide the
11 Airport Manager with a schedule showing when the aircraft will return to airworthy status. City of
12 Ukiah reserves the right to terminate this agreement if non-airworthy status extends beyond three
13 (3) months and there is a waiting list for hangar tenancy.
- 14 • Current tenant hangar upgrade aircraft must have been airworthy prior to signing new lease
15 agreement. If the aircraft is non-airworthy at the time a hangar become available the name will be
16 removed from list and money refunded.
- 17 • Hangar Permittees who are in the process of building an aircraft shall be required to show proof
18 that they own the aircraft that will be stored in the hangar or that they are in possession of the
19 major components including the engine, for that aircraft.
20

21 **Commissioner Crane:**

- 22 • What we are saying is that the aircraft has to be built at home in the garage. Then when closer to
23 completion that the aircraft can be transported to the airport for final completion.
- 24 • That the aircraft owner must provide the airport administration with a schedule of way points that
25 must be met in order to keep hangar.
26

27 **Vice Chair Elton:**

- 28 • Expressed concern about ownership of aircraft and being on the Hangar Waiting List.
29

30 **Airport Manager Owen:**

- 31 • Explained in the 7th paragraph of the Hangar Waiting List Policy, In order to accept a hangar unit,
32 the applicant must be the owner or part-owner of the aircraft that will be parked in the leased unit
33 or be able to show proof of purchase of an aircraft within thirty days of the lease approval. Failure
34 to submit proof of ownership shall result in the termination of the lease and forfeiture of any rents
35 already paid to the City of Ukiah.
36

37 **Vice Chair Elton:**

- 38 • If someone pass's on a hangar they go to the bottom of the list or completely removed from the
39 Hangar Waiting List?
40

41 **Airport Assistant Ronk:**

- 42 • If they choose to not take a hangar they are removed from the list or placed at the bottom of the
43 list. We do not skip over people and let them stay at the top of the list.
44

45 **Vice Chair Elton:**

- 46 • Has this old Hangar Waiting List Policy ever been to City Counsel?
47

48 **Airport Manager Owen:**

- 49 • Not that we can find.
50

51 **Commissioner Crane / Vice Chair Elton:**

- 52 • Discussion on just leaving the name as is Aircraft Hangar Waiting List Policy and updating the
53 policy itself.
54

55 **Commissioner Crane:**

- Should add another paragraph about kit a/c and schedule with way points that must be met for people that do not have the room for building the aircraft at home in the garage.

Airport Manager Owen:

- Can be worded into policy and have quarterly reports on the progress of aircraft build. Would still like to have them have the major pieces before the build starts.
- Would rent hangar to them with the upstanding that a schedule with way points must be provided and that it will be reviewed by the airport commission. That they will have 12 months to complete the kit with quarterly progress reports due. If the 12 month schedule is not made or they are not making progress that the Airport Commission will have to grant more time or request their removal from hangar.
- Does not feel that we could get it added to the next City Council meeting so will bring back a cleaned up version of the policy before submitting it to the City Council.
- Will have the City attorney look over policy before submitting it.

REPORTS

6A. Airport Monthly Financial

Airport Manager Owen:

- New column for Reach Fuel Sales
- Fuel sales doing good for this time of year
- Reach fuel sales were just for ½ of month of Jan., Feb. will start being a full month of sales.
- Reach is renting an office here and have their quarters off the airport property.
- After Reach relocates to Willits Airport they should continue to purchase Jet fuel here for their operations at the bulk fuel rate.

Commissioner Crane:

- What is the Airport's cash position?
- Will the loan for the Self-Serve Island be a Caltrans loan and what is the lead time needed?

Airport Manager Owen:

- Cash position is at \$181,579 and it will be a loan from Caltrans not sure how far out it takes to get the loan but it should be relatively quick turnaround.
- Plan to get a loan from Caltrans for about \$150,000 and the other \$50,000 from the airport.

6B. ALP Update

Airport Manager Owen:

- ALP has been submitted to the FAA, does not know how long till we get the FAA approval.
- FAA would like to split the runway project up into 3 phases to help with yearly cost. With project being complete in 2020.

Commissioner Crane:

- Concerned with mobilization 3 times the cost to bring back equipment and personnel. If airport needs the money match there are funds that should be available from the city at a lower rate than the open market.

Airport Manager Owen:

- Just depends on what the FAA is willing to do if they will give the 1.5 – 2 million up front or split it into smaller projects over more years.

6C. Fuel Price Resolution

Airport Manager Owen:

- Went to City Counsel and was approved for another five years. This will come back in about five years for any updates.

1 **6D. Reach**

2 **Airport Manager Owen:**

- 3 • Reach is here and has been operating without any complaints. They seem very happy with the
4 facilities.

5
6 **Commissioner Crane:**

- 7 • Would a letter to Reach be appropriate at this time to help lure them to stay at the Ukiah Airport?
8

9 **Airport Manager Owen:**

- 10 • At this time we are looking into the cost of getting water, sewer and electric pulled to the East side
11 by the wind sock. That way we can offer them some kind of credit offset. We will be talking to the
12 area manager soon to let them know that we are interested in them staying here and what we can
13 offer them.

14
15 **7. AGENDA ITEMS FOR MARCH**

- 16 1. Special Presentation / Cathy Elawadly
17 2. Airport Maintenance
18 3. Fuel Tank
19 4. ACIP Update
20 5. ALP Update
21 6. Airport Hangar List Policy and Procedures
22 7. Airport Monthly Financial Report
23

24 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

25
26 **Airport Manager Owen:**

- 27 • Airport Day June 6th, 2015 will be the 7th Airport day and run from 9am-3pm.
28

29 **Vice Chair Elton:**

- 30 • Will not be present for the March meeting.
31

32 **Airport Assistant Ronk:**

- 33 • Paul Richey former Airport Manager passed away on Jan 30th, there will be a service for him at
34 the Lake Mendocino Clubhouse on Saturday Feb. 7th at 1pm with a pot luck lunch following.
35 • There will be a presentation for Cathy Elawadly at the March meeting with cake and snacks.
36

37 **9. ADJOURNMENT**

38 There being no further business, the meeting adjourned at 7:15 p.m.
39
40

41 _____
42 Kenneth Ronk, Recording Secretary