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**UKIAH REGIONAL AIRPORT COMMISSION**  
**February 4, 2014**  
**Minutes**

**COMMISSIONERS PRESENT**

Carl Steinmann, Chair  
Eric Crane  
Dottie Deerwester  
Gordon Elton, Vice Chair  
Don Albright

**STAFF PRESENT**

Greg Owen, Airport Manager  
Ken Ronk, Airport Assistant  
Cathy Elawadly, Recording Secretary

**COMMISSIONERS ABSENT**

**OTHERS PRESENT**

Mike Whetzel  
Nick Bishop  
Daryl Hudson

**1. CALL TO ORDER**

The Airport Commission meeting was called to order by Chair Steinmann 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 3, 2013

**Commissioner Elton** made a correction:

Page 6, Line 13, should read, 'Vice Chair Elton.'

**M/S Crane/Deerwester** to approve December 3, 2013 minutes, as amended. Motion carried (5-0).

**4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

**5. DISCUSSION/ACTION**

**5B. Grant Update**

**Airport Manager Owen:**

- The ALP Update is progressing.
- Will meet with the FAA this month to review the information the consultants presented at the December 3, 2013 Commission meeting regarding the ALP Update.
- Also met with the FAA in January to discuss upcoming grants related to the proposed design and rehabilitation projects for improvements to the runway.
- The FAA and Airport discussed the FAA construction schedule. The cost of the rehabilitation project for the runway is 1.5 million dollars.
- Airport staff consulted with the FAA whether or not to move forward on requesting grant funding for the design of the improvement project before the ALP Update has been completed. The FAA was not supportive at this time of funding for the design of the runway rehabilitation project until the ALP Update has been completed. However, the FAA was supportive of the Airport putting the money upfront now in the approximate sum of \$160,000 for the design and later reimburse the Airport for this cost in the same fiscal year after the ALP Update has been completed and construction for the improvements is ready to begin. This would put the Airport on the construction track schedule for 2015 where this time next year the Airport will be requesting grant funding for construction of the runway rehabilitation/improvement project.
- Staff's plan is to move forward on the design aspect of the Project this year putting the Airport in line for construction in 2015. If this plan is not doable, the design aspect would be completed in 2015 with construction following in 2016. The Airport has money available to do the design work.

1 **Vice Chair Elton:**

- 2 • Is the FAA willing to put in writing that the money fronted by the Airport will be reimbursed?  
3

4 **Chair Steinmann:**

- 5 • Asked what the design aspects involve?  
6 • Will the runway width be narrowed?  
7 • Asked if part of the runway rehabilitation improvements include a run-up area where the south  
8 approach angles would change or are the improvements limited to just the runway itself?  
9 • Will the Airport classification change to a different classification if the runway width is narrowed?  
10

11 **Commissioner Crane:**

- 12 • Understands a project alternative is for the Airport to retain the full length of the runway even  
13 though with a new taxiway the overrun area would be reduced and does not see any indication of  
14 this.  
15

16 **Airport Manager Owen:**

- 17 • Staff would make certain any/all money fronted by the Airport for design of the runway  
18 rehabilitation project to be reimbursed by the FAA would be documented in writing.  
19 • While the design aspects could change, the Airport is essentially asking to pulverize what is  
20 existing and then make the necessary rehabilitation improvements.  
21 • The matter of narrowing the runway width from 150 feet to 100 feet will be shown on the ALP  
22 Update and is part of the rehabilitation project. As part of the rehabilitation project, the FAA  
23 would like the Airport to 'change out' the airport Vasi to an airport Papi.  
24 • Will confirm with the consultants for the ALP Update that the Airport wants to retain its runway  
25 length. The reason there was no indication of the Airport's intent to retain the runway length as a  
26 project alternative is because this aspect was only brought up and discussed in the minutes and  
27 was not part of the consultant's presentation for the ALP Update. At the December 3 meeting, the  
28 Commission did make it clear to the consultant the intent was to retain the runway length.  
29 • Related to the improvements, the high speed taxiway would no longer function as such, but rather  
30 the angle changed to 90 degrees. What will occur for the northwest area would be determined by  
31 how much of the runway length the Airport gets to retain.  
32 • The Airport classification would not change if the runway width changes because the runway is  
33 considered non-standard anyway.  
34

35 **Commissioner Deerwester:**

- 36 • What is the benefit of changing from a Vasi to a Papi?  
37

38 **Airport Manager Owen:**

- 39 • A Papi represents a newer precision approach and the FAA maintains it. The FAA also maintains  
40 the Vasi.  
41 • No rehabilitation can be done until the ALP Update is complete and scope of services the Airport  
42 will provide clearly documented in the update.  
43

44 **Daryl Hudson:**

- 45 • Asked about the Papi design?  
46

47 **Airport Manager Owen:**

- 48 • Will check into the Papi design aspects.  
49

50 **5B. Lease Renewal (Employees Credit Union)**

51 **Airport Manager Owen:**

- 52 • The City of Ukiah Employees Credit Union lease agreement has expired. The original lease  
53 agreement began in 1993 with a lease option to extend for 10 years and this lease option was  
54 exercised in 2003.  
55 • A new lease has been negotiated.

- The lease is a ground lease. The credit union owns the building.
- The credit union paid \$5 a year under the terms of the former lease. The new one-year lease will have the lessee paying \$.04 per sq. ft. so with the leased premise consisting of 1,225 sq. ft. the monthly ground rent would be \$49. This figure is more in keeping with current Airport ground lease rates as opposed to \$5 a year that was being paid. There will also be CPI increases where adjustments will occur annually on July 1.
- The 'Lease Summary' essentially addresses the other terms/conditions of the agreement that the former lease did not have.
- Staff is requesting the Airport Commission recommend City Council approve the new lease agreement.

**Commissioner Crane:**

- The former lease had an 'abatement of the building' clause as a condition such that if the lessee left the building after the lease expired the Airport had the ability to require the lessee remove the appurtenances and/or building improvements. Is this condition being given up with the new lease?
- Cannot imagine why the Airport would want the building removed should the lease expire and not renegotiated.
- There was an element in the former lease that the City Manager had the discretion to put up signs.

**Airport Manager Owen:**

- Will review the abatement of the building condition and possibly add this condition to the lease.
- All signage for buildings must go through the City Sign Program process. The condition that the City Manager has the discretion to put up signs will not be in the new lease.

**Commissioner Albright** asked if the 1,225 sq. ft. is only for the building footprint? Does the Airport charge for parking spaces?

**Airport Manager Owen:**

- Confirmed 1,225 sq. ft. represents the building footprint.
- The Airport does not typically charge for parking spaces except for rental car businesses that have a 'large use.' The credit union is a low impact business and the parking lot is not full of cars.
- The new lease will be reviewed by the City Attorney prior to going to Council for approval.
- The City of Ukiah Employee Credit Union is a non-profit organization.

**Chair Elton:**

- The City of Ukiah Employee Credit Union is not a City function.

**M/S Deerwester/Albright** to recommend City Council approve the new lease for the City of Ukiah Employees Credit Union with the recommended change discussed above. Motion carried by an all AYE voice vote (5-0).

**5C. North East Yard**

**Airport Manager Owen:**

- This agenda item is a 'hold-over' from the last meeting.
- The sub-committee has drafted two letters for the Commission to review.

**Mike Whetzel:**

- The encroachment of the City Corporation Yard use expanding beyond the boundary of the lease hold could very well jeopardize our grant assurances if the FAA finds the Airport is in violation by not charging rent for use of the land. There has to be some type of like in-kind service agreement between the Airport and City departments. This type of agreement should be acceptable to the FAA.

- 1 • The City Corporation Yard has a like in-kind agreement with the Airport in lieu of rent for use of  
2 land in exchange for like-in kind services on the Airport.  
3 • Has observed the materials/items located on land being encroached upon by the corporation yard  
4 belongs in the corporation yard.  
5

6 **Nick Bishop:**

- 7 • Why not send City administration a bill each month for City departments encroaching on Airport  
8 property and not paying rent.  
9

10 **Commissioner Crane:**

- 11 • The recommendation in Letter B to rectify the issue is for the Commission to recommend either a  
12 month-to-month rental agreement for the areas being encroached on that is consistent with the  
13 Airport Land Use Plan be negotiated and taken to Council for approval or the materials in the  
14 areas be abated within 60 days.  
15

16 The Commission discussed the intent and contents of the two letters. Commissioner preference was to  
17 go with 'Letter B.'

18 The Commission questioned whether a timeframe of 60 days to abate is reasonable.  
19

20 **Vice Chair Elton:**

- 21 • Preference would be to go with 60 days abatement period.  
22

23 The Commission made the following modifications to Letter B:  
24

- 25 • First paragraph, third sentence to read, 'Since the lumber mill vacated the area immediately North  
26 of the corp-yard approximately 10 years ago use of the area by various City departments has  
27 markedly increased.  
28 • Second paragraph, item 2 to read, 'If the FAA were to conduct an audit of land use vs. rent we  
29 may be found to be in violation of our grant assurances which comes with a stiff financial penalty.'  
30

31 The Commission discussed the next step in the process:

- 32 • Make the changes recommended above to Letter B.  
33 • If acceptable, Chair Steinmann to sign and forward to City Manager with copies to City Council.  
34

35 **M/S Elton/Albright** to send Letter B to City Manager with copies to City Council, as amended. Motion  
36 carried (5-0).  
37

38 **5D. Airport Maintenance**

39 **Airport Manager Owen:**

- 40 • Maintenance projects on the Airport have been studiedly progressing. Some of these projects  
41 include rebuilding of the Wind-T, cleaning up of the Segmented Circle, installation of green  
42 reflectors on the taxiways around the hangar areas, mowing of grass, and other maintenance-  
43 related projects.  
44 • Paved areas on the Airport requiring repair have been identified.  
45 • City Corp Yard staff has estimated the cost to repair substantial cracks to paved areas in need of  
46 repair is approximately \$1,500 per crack.  
47 • City Corp Yard staff is too busy to do the crack sealing work.  
48

49 **Commissioner Crane:**

- 50 • Is of the opinion \$1,500 per crack is excessive.  
51 • It appears the only option is to contract out for the repair work given Public Works Department  
52 lack of timeliness for performance of the work.  
53

54 **Airport Assistant Ronk:**

- 1 • Fencing repairs have also been part of the maintenance program in and around the runway  
2 safety area. The removal of unnecessary poles have made mowing much easier.  
3

4 **Commissioner Crane:**

- 5 • Asked if CDF would be using inmate crews to do maintenance work on the Airport this year?  
6

7 **Airport Manager Owen:**

- 8 • Inmate crews did some work on the Airport last fall to include cleaning culverts and/or other  
9 necessary work to improve drainage.  
10 • The Commission would need to review specifications for crack seal work to paved areas.  
11

12 **Commissioner Crane:**

- 13 • Will provide the necessary specifications for Commission review.  
14

15 **5E. Airport Business Plan**

16 **Airport Manager Owen:**

- 17 • Referred to the link related to an example of a guide book for developing a GA airport business  
18 plan.  
19 • In reviewing business plans for other airports found it difficult to find a plan comparable to Ukiah  
20 Airport and its functions.  
21 • Unlike Ukiah Airport many of the airports similar in size to Ukiah Airport and located this close to  
22 a town have significant noise issues. The Ukiah Airport does not have noise issues.  
23 • Every airport is unique.  
24 • It may be a sub-committee should be formulated.  
25

26 **Commissioner Deerwester:**

- 27 • Recommends breaking down the proposed plan into sections and discuss/review one section at a  
28 time per Commission meeting.  
29 • Asked Staff to provide sample plan components for those particular sections selected as relevant  
30 to a business plan that fits for the Ukiah Airport so the Commissioners can discuss and put  
31 together the contents of the plan.  
32 • Is of the opinion all Commissioners should participate in the process of formulating a business  
33 plan because it would be too much work for a sub-committee to do independently.  
34

35 **Airport Manager Owen:**

- 36 • Referred to page 11 of the Guidebook and suggested beginning the process by formulating a  
37 mission statement, a vision statement and the goals for the Airport. Related to the value of an  
38 airport business plan, the guidebook states, 'an airport business plan is an important planning  
39 tool, a critical management tool, and a vital communications tool. As a planning tool, an airport  
40 business plan: 1) articulates mission, vision, and goals; 2) sets forth objectives for achieving  
41 goals; 3) identifies action plans for accomplishing objectives; 4) establishes parameters for  
42 checking progress; 5) provides basis for making adjustments. An airport business plan helps  
43 keep airport managers, policy makers, and stakeholders focused on achieving goals and realizing  
44 the mission and vision for the airport while providing an actionable plan for building on strengths,  
45 addressing weaknesses, capitalizing on opportunities, and managing threats. Most importantly,  
46 an airport business plan provides the framework for making informed, prudent, and defensible  
47 decisions concerning the operation and management of an airport.'  
48 • Will research information concerning the formulation of a mission statement, a vision statement  
49 and Airport goals for the Commission to discuss.  
50

51 **Chair Steinmann:**

- 52 • Page 40, section 4.8 of the guidebook, Written Business Plan, states a written business plan for a  
53 general aviation airport should consist of 1) executive summary; 2) introduction; 3) mission,  
54 vision, and values; 4) goals, objectives, and action plans; 5) budget; 6) appendix.' A business  
55 plan consists of essentially six components. The written business plan needs to be tailored

1 specifically to the airport and it should be simple from a design and readability standpoint.  
2 Although the written business plan is important, the information obtained, the knowledge gained,  
3 and the decisions made during the business planning process are the key to the success of the  
4 process.'

- 5 • A business plan essentially consists of six components.
- 6 • Is of the opinion Ukiah being a small aviation airport it is likely a business plan would not need all  
7 of the components referenced.
- 8 • Referenced page 71, section 6.7 Market and Customer Segments that talks about personal flying,  
9 business flying, commercial flying, and government flying and that of the four primary operating  
10 segments of the market, there are two customer segments, i.e., based and transient. Related to  
11 government flying, this section addresses how government agencies use general aviation aircraft  
12 for various reasons and using this as an example is of the opinion that not all of these segments  
13 would be relevant to the Ukiah Airport. The information may be sufficient to get started.

14  
15 **Commissioner Deerwester:**

- 16 • Is of the opinion one element that needs to be discussed in preparation for development of a  
17 mission statement is to understand what the vision for the Airport might be.
- 18 • Based on the vision develop the mission statement and business plan for the Airport.

19  
20 **Airport Manager Owen:**

- 21 • Page 17 of the guidebook provides for the elements of an Airport Business Plan:
  - 22 ○ Executive Summary
  - 23 ○ Introduction
  - 24 ○ Mission Statement
  - 25 ○ Vision Statement
  - 26 ○ Values Statement
  - 27 ○ Goals
  - 28 ○ Objectives
  - 29 ○ Action Plans
  - 30 ○ Budgets
  - 31 ○ Appendix

32  
33 **Commissioner Crane:**

- 34 • Questions whether to proceed with a business plan for a business that 'we do not have control  
35 over.'
- 36 • Is of the opinion the role of the Commission is to create a healthy airport. While this is a broad  
37 concept, more specifically the role of the Commission is to create an environment where aviation  
38 can exist. Beyond this view, we are essentially preserving the environment by way of making  
39 certain there is a runway that people can use, a place to fix and park planes, and provide for a  
40 healthy use of the facility.
- 41 • The Airport generates money that physically keeps the facility operating, such as fuel sales from  
42 Calfire, Calstar, etc.

43  
44 **Chair Steinmann:**

- 45 • The plan would be about the Airport as a business and not the businesses that operate on the  
46 Airport. Businesses operating on the Airport are not of concern to the Commission other than  
47 from a revenue generating perspective.

48  
49 **Commissioner Albright:**

- 50 • It is important to remember there is a public perception about the Airport and this is what protects  
51 us by having Calfire, Calstar, Airport Day, etc., operations at the Airport. The Airport exists to help  
52 protect the community.
- 53 • A mission statement should be revisited every year.

54  
55 **Vice Chair Elton:**

- 1           • The uses are what define an airport business plan.  
2

3 **Commissioner Crane:**

- 4           • The Ukiah Municipal Airport Planned Development Zoning District Regulations address what  
5 uses are allowed by right, permitted and prohibited for the different zoning designations. This  
6 document essentially creates the 'boundaries/playing field' from which a business plan can be  
7 developed.  
8

9 **Vice Chair Crane:**

- 10          • The business plan can reference information contained in the Zoning District Regulations.  
11

12 **Chair Steinmann:**

- 13          • The business plan would be a simplified version of the Zoning District Regulations.  
14

15 **Airport Manager Owen:**

- 16          • An action plan would likely be where the Zoning District Regulations should be referenced.  
17          • The Zoning District Regulations are essentially how we want to see the Airport build-out in the  
18 future. Much of this information in this document will be a part of a business/action plan because  
19 the document designates the type of businesses allowed/permitted/prohibited for a particular  
20 zoning district. While the Airport Master Plan and zoning document identify goals, new goal  
21 objectives can be formulated that speak to where the Airport wants to be in the future. The  
22 proposed new Calfire base is not addressed in the Airport Master Plan even though it may or may  
23 not happen.  
24          • Staff has an understanding what we want to see occur at the Airport and how we believe the  
25 Airport should run/operate. Is of the opinion, these goals should be written down. By documenting  
26 goals allows the opportunity to see if the goals in the mission statement are adequately being  
27 achieved and assess whether the Airport is providing good customer service.  
28

29 **Commissioner Deerwester:**

- 30          • While identifying goals is very important, they need to be quantified as to how the goals are going  
31 to be attained, In other words establish what you want to happen, how, when and by how much  
32 subject to future adjustment as things/needs change. A business plan is really like a job  
33 description to be reevaluated every year.  
34          • The business plan is not intended to fabricate the Zoning Regulations and should be used as a  
35 tool to enhance a business plan. While the Zoning Regulations spell out what uses can or cannot  
36 occur for a particular area of the Airport, a business plan takes this tool one step further by  
37 addressing how, when, by how much, and what you need to do in order for the Airport to be a  
38 viable/customer service-oriented facility that functions effectively and efficiently.  
39

40 **Airport Manager Owen:**

- 41          • How we make things happen would be part of an Action Plan.  
42

43 **Vice Chair Elton:**

- 44          • Basic operational things go into an Action Plan, such as how fuel is priced. The information is  
45 already there but needs to be documented. The process for the pricing of fuel is a major element  
46 because it spells out how the Airport makes money. Is of the opinion the Airport would not  
47 'survive' without fuel sales.  
48

49 **Commissioner Crane:**

- 50          • An Action Plan essentially already exists by resolution.  
51

52 **Commission:**

- 53          • Would like to discuss one or two key elements of a business plan at a time as the Commission  
54 goes through the process of developing a plan.

- Would like staff to provide information relevant to a mission and vision statement for Commission review at the next regular meeting and review goals and values at another meeting.
- Keep the business plan simplified.

## **6. REPORTS**

### **6A. Airport Monthly Financial Report**

#### **Airport Manager Owen:**

- Referred to a financial spreadsheet that shows year-to-date fuel sales totals for the last five years. It is a valuable tool in that it provides fuel sales information year-to-year for comparison purposes. The data on this spreadsheet for 2014 is current as of February 1.
- Also referred to Balance Sheet for 2014 relative to the Airport Fund that shows assets, liabilities and fund balance and noted it to be an effective tool for tracking net change for periods and accompanying account balances.

#### **Chair Steinmann:**

- Asked if fuel sales for Calfire are individually tracked like fuel sales for Calstar?

#### **Airport Manager Owen:**

- Staff does not individually track fuel sales for Calfire and is considered just a regular Jet A fuel customer.

There was staff/Commission general discussion about fuel sales.

The Commission approves of the various financial spreadsheets staff is providing that keeps the Commission informed and updated.

### **6B. 100LL Self-Serve Tank**

#### **Airport Manager Owen:**

- Staff was hoping to purchase a self-serve tank this fiscal year. It does not look like what was budgeted for is going to be enough.
- Has consulted with two independent fueling persons who have experience with self-fueling tanks such that what staff budgeted for is not enough. There are also some issues and concern about the area where the tank would be located in terms of containment.
- Airport consultant Mead & Hunt does design work for fueling stations so staff under the current contract may have them assess the feasibility for having a self-serve fuel island.
- Was informed Caltrans has money in their loan program that may be an option for the Airport to consider. Caltrans has a program where they loan airports money at about four percent interest. Airports are encouraged to use this program because if the money is not used it is taken away. It may be the Airport does not need to pay the full cost of a self-service fuel tank, but rather take advantage of financing some of the cost through a loan.
- As far as an actual self-serving fueling station this is something for future consideration. For now, the focus is on purchasing a self-serve tank for storage of 100LL fuel.

#### **Chair Steinmann:**

- If consideration is given to locating the self-serve tank in the northeast corner rather than in the vicinity where Calfire currently operates would grant funding be a possibility for the construction of a taxiway to this location?

#### **Airport Manager Owen**

- It is unlikely grant funding would not be appropriated to construct a taxiway where there is currently no facility. Since the self-serve tank is not a FAA-funded project this does not need to be addressed on the ALP Update.
- Related to the self-serve tank staff could go out to bid to get an understanding of the costs involved. Is of the opinion more design work needs to be done before going out to bid.

#### **Commissioner Crane:**

- 1 • Has thought been given to how a self-serve fuel facility or self-serve tank may financially affect  
2 the current full service fueling operation?  
3

4 **Airport Manager Owen:**

- 5 • Staff is looking at a self-service fueling station. The plan for the purchase of a self-service tank is  
6 not so much to sell more Avgas, but to be able to increase the storage capacity for Jet A fuel. The  
7 existing fuel tank currently stores both Avgas and Jet A fuel. The Airport sells more Jet A fuel  
8 than it does Avgas.  
9

10 **Commissioner Crane:**

- 11 • It is really critical the Airport has sufficient Jet A fuel on-hand such that Calfire does not have to  
12 go to other airports to get fuel as it has done in the past when Ukiah Airport was out of fuel and/or  
13 was unable to re-stock it in time. Adding more fuel storage capacity is certainly a priority.  
14 • It is important to look at the cost of purchasing a self-serve tank to make certain of the long term  
15 monetary payback. Realistically, the Airport can only pay the cost of a new storage tank when the  
16 Airport has a big fire year.  
17 • Asked about the cost and process for pumping equipment associated with a new self-serve fuel  
18 tank.  
19

20 There was Commission discussion regarding how the new pumping system would be more efficient.  
21

22 **Airport Manager Owen:**

- 23 • There would be staffing problems associated with a self-serve tank because the Airport offers full-  
24 service fueling.  
25

26 **Commissioner Crane:**

- 27 • It is important to carefully look at the overall benefit of all possible fueling-type sources the Airport  
28 could benefit from having in terms of cost, staffing, need for fuel availability, size of tanks etc.  
29

30 **Airport Manager Owen:**

- 31 • Will get more information regarding a self-serve fuel tank.  
32

33 **6C. Jet A Truck Purchase**

34 **Airport Manager Owen:**

- 35 • Staff has completed the purchase of a 5000 gallon Jet A fuel truck.  
36 • Staff purchased the higher priced truck because the truck that was the Commission's preference  
37 had too many problems and would not financially be worth the investment long term.  
38

39 **6D. Airport Day**

40 **Airport Manager Owen:**

- 41 • Ukiah Airport Day will be held on June 7<sup>th</sup>.  
42 • Plans are ongoing and progressing.  
43

44 There was Commission/staff discussion concerning the site layout relative to booth setup and  
45 procedures.  
46

47 **Commissioner Deerwester:**

- 48 • Recommends concession vendors/public have maps of where the different booths are located so  
49 people will know where they are going.  
50 • Explained problems the VFW and Foreign Legion experienced last year with their concession  
51 stands.  
52

53 **Airport Manager Owen:**

- 54 • Booth setup has typically been first come on first serve basis and seems to work.  
55 • Is fine with providing a map of where vendors are located.

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**7. AGENDA ITEMS FOR NEXT MONTH**

1. Capital equipment schedule (service life of capital equipment and replacement plan)
2. Airport fuel farm/fuel tank (provide cost of possible 20,000 gallon tank for Jet A fuel with the basic/minimum necessary operating equipment)
3. Airport Day
4. Airport maintenance
5. FAA grant updates
6. Update northeast corner letter
7. Airport business plan
8. Financial report

**8. COMMISSIONER COMMENTS/STAFF COMMENTS**

**Commissioner Crane:**

- Received an email from an Airport user expressing concern about fuel prices at Ukiah Airport versus neighboring facilities. After looking into the matter, determined the Airport was in this case conducting its fueling pricing correctly and/or competitively in line with what is allowed in the resolution concerning fuel pricing.

**Airport Assistant Ronk:**

- Explained the procedure of fuel pricing at the Airport including the rules for mark-up.

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 8:39 p.m.

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Cathy Elawadly, Recording Secretary