

UKIAH REGIONAL AIRPORT COMMISSION
Feb. 16th, 2016
Minutes

COMMISSIONERS PRESENT

Gordon Elton, Chair
Don Albright
Eric Crane
Randal Beckler, Vice Chair

STAFF PRESENT

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

COMMISSIONERS ABSENT

OTHERS PRESENT

1. CALL TO ORDER

The Airport Commission meeting was called to order by Chair Elton at 6:10 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 – January 12th, 2016

Commissioner Beckler: Page 1 line 6 change Chair to Vice Chair, Page 1 line 11 change Vice Chair to Chair.

- Motion made by Commissioner Albright and 2nd by Commissioner Beckler for approval with the above corrections for the approval of the Jan. 12th, 2016 minutes. Motion carried 4-0.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

5. DISCUSSION/ACTION

5A. Airport Operations

Airport Manager Owen:

- Last months, Commission meeting Mike Wetzel from T&M Aviation talked about helicopter operations going up and down the taxiway and if anything could be done about it due to the amount of debris that gets blown into his hangar. What we have in your packages is the Standard Operating Procedures for Calstar that is there internal instructions for operating out of the Ukiah airport. Calstar's procedure is to come down the runway then cut over the infield directly into their parking spot.
- We have also started a Helicopter handout that goes' over the instructions for helicopters while they operate at the Ukiah airport. In an overview picture of the airport we have the areas depicted where we would like the helicopters to park and the proper way that we would like the helicopters to come in and depart.
 - No helicopter shall be operated within 50 feet of any building.
 - No hover taxing down runway.
 - After landing go to "flat pitch" as soon as possible.
 - Keep clear of business areas.
 - Be aware of the wind that's created and the loose debris that's flying.
- This document is still in the works and will be given to helicopter pilots after it's completed.

5B. Airport Maintenance

Airport Assistant Ronk:

- New signs placed at the run-up areas on 15 and 33 to remind pilots about the noise abatement procedures and the recommended departure routes, Fly Friendly.
- Last month the runway lights malfunctioned and we lost all runway and taxiway lights so we could not have any night operations. We switched out some parts from the taxiway transformer into the

1 runway light transformer and were able to get the runway lights working. The taxiway lights are
2 not working till we receive new parts that have not arrived yet.

- 3 • North Coast Courier Inc. the renters in this building have moved out. NCCI went out of business
4 and the new company that took over did not want to maintain the office. We have started
5 renovations to the office and hope to draw new tenants into this building.
- 6 • The clear zone on 15 has had the pile of trash and tree branches removed with the help of city
7 crews and a backhoe. Hopefully with the pile removed we will get less trash dumped around the
8 area.
- 9 • Oak Valley Nursery has not fully moved out. After they've completely moved out we plan on a
10 complete cleanup of the area.

11
12 **Commissioner Crane:**

- 13 • Has anything been done with T&M's hangar and the leaks that Mike complained about?
14

15 **Airport Manager Owen:**

- 16 • We have taken a look at some of the areas that he mentioned most of the problems are not the
17 roof but water coming in around the hangar door. This will be a continued issue that we will
18 address.

19
20 **5C. Business Plan**

21 **Airport Manager Owen:**

- 22 • Talked about Business Plan draft, see updated plan and changes.
- 23 • Will bring back pages 8-14 with the new updates.
24

25 **5D. Fuel Tank**

26 **Airport Manager Owen:**

- 27 • Mary from the Purchasing Department plans on releasing the RFQ on Feb. 18th with a close date
28 of March 3rd. Then from March 3rd – 7th have a review of the bids. Would like to reschedule Airport
29 Commission meeting to March 8th so that the commissioners could review the bids before it would
30 go to the City Council on March 16th.
- 31 • Fuel Skid work should be getting started soon the company just had to finish up providing the
32 insurance documentation to the city.
33

34 **Commission:**

- 35 • Reschedule March 1st, 2016 to March 8th, 2016.
36

37 **5E. East Side Buildings**

38 **Airport Manager Owen:**

- 39 • The electric department has purchased a new building and area to store all their equipment. It will
40 take some time for renovations of the new site before they move. After they vacate the
41 corporation yard I would like a recommendation from this commission about the removal of their
42 old buildings. At this time the office modular is inside the building restricted line and should be
43 removed.
44
- 45 • Motion made by Commissioner Crane to recommend to the City Council that after the electric
46 department moves out of their buildings that they removed the old buildings from the airport
47 property 2nd by Commissioner Albright. Motion carried 4-0
48

49 **REPORTS**

50 **6A. Airport Monthly Financial**

51 **Airport Manager Owen:**

- 52 • IT has been doing a big update to the MUNIS system and I was unable to assess the information
53 that we needed.
54
55

1 **6B. ALP Update**

2 **Airport Manager Owen:**

- 3 • The ALP has been approved and signed by the FAA. Now we can start the grant process for the
4 runway design and get a pavement study done. The pavement study will show us what condition
5 the runway and taxiways are in. After the runway design gets completed then the runway project
6 can proceed. The runway will be narrowed to 75' wide and a new taxiway will be added to the
7 threshold of 15. The high speed taxiway will be removed and a new 90 degree taxiway added
8 about mid field. A complete new lighting system will be installed on the runway and taxiways.
9

10 **6C. Budget Amendment**

11 **Airport Manager Owen:**

- 12 • Part time pay increase went to the City Council and was approved for the increase in salary.
13
14

15 **6D. Airport Day**

16 **Airport Manager Owen:**

- 17 • The date has been set for June 4th, 2016 this will be our 8th Airport Day.
18

19 **7. AGENDA ITEMS FOR FEBRUARY**

- 20 1. Helicopter Operations Flyer
21 2. Airport Maintenance
22 3. Fuel Tank
23 4. Airport Monthly Financial
24 5. Airport Day
25

26 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

27
28
29 **9. ADJOURNMENT**

30 There being no further business, the meeting adjourned at 7:37p.m.
31
32

33 _____
34 Kenneth Ronk, Recording Secretary
35