

**UKIAH REGIONAL AIRPORT COMMISSION**  
**April 4<sup>th</sup>, 2017**  
**Minutes**

**COMMISSIONERS PRESENT**

Randal Beckler, Chair  
Don Albright  
Eric Crane  
Bill Beard  
Mark Ashiku

**STAFF PRESENT**

Greg Owen, Airport Manager  
Ken Ronk, Airport Assistant / Recording Sec.  
Dan Buffalo, Director of Finance

**COMMISSIONERS ABSENT**

**OTHERS PRESENT**

**1. CALL TO ORDER**

The Airport Commission meeting was called to order by Vice Chair Elton at 6:05 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** – March 7<sup>th</sup>, 2017

- Motion made to approve March 7<sup>th</sup>, 2017 minutes by Commissioner Ashiku and 2<sup>nd</sup> by Commissioner Albright.

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

**5. DISCUSSION/ACTION**

**5A. Budget**

**Airport Manager Owen:**

- Introduced Dan Buffalo – Director of Finance

**Director of Finance Buffalo:**

- Questions submitted by the Commission to be answered by finance.

1. The Airport buys fuel and sells it with a predetermined markup. Example this year we may buy 100,000 gallons of Jet A for \$2.00 a gallon and sell it for \$4.00 a gallon. Next year we may buy 100,000 gallons of Jet A for \$3.00 a gallon and sell it for \$5.00 a gallon. The profit to the Airport is the same. How is the purchase and cost of the fuel determined in the allocation charge?

**Director of Finance Buffalo:**

- The cost allocation is based off the purchase cost, so yes the cost allocation would go up.
- This is based on Accounting Standards – GAP cost allocations a standard that we use.
- Propose a time study at quarterly intervals and get a sample. Will be submitted to City Manager and City Council.
- Explore option of charging fair and equitable amount.
- Discussion

**Commissioners:**

- That form of methodology does not work or make sense to us. It takes the same amount of work to process the same paperwork.
- Would like to see another formula used in this allocation charge!
- Discussion

1 2. The Commission would like to see the billing from the City Attorney for the past 10 years?

2 **Director of Finance Buffalo:**

- 3 ○ We have 2 years readily available that we will provide anything beyond that is archived.

4 **Commissioners:**

- 5 ○ Agreed that 2 years would due.

6  
7 3. The Commission requests a retrospective/matrix of the work done over a set time by the  
8 different departments for the Airport fund. How far can we go back 2/5/10 years?

9 **Director of Finance Buffalo:**

- 10 ○ Does not believe there is a record of that.

11 **Commissioners:**

- 12 ○ Agreed to drop this question due to the request of a time study being done and being  
13 tracked in the future.

14  
15 4. Is there a mechanism for a service audit?

16 **Director of Finance Buffalo:**

- 17 ○ Discussion on areas to audit.  
18 ○ Administration overhead will be something that we will look at doing a time study audit  
19 on.

20  
21 5. Is there a mechanism to reward departments for using a service less?

22 **Director of Finance Buffalo:**

- 23 ○ Moving forward in the next fiscal year, Yes  
24 ○ Discussion on how and where it would apply.

25  
26 6. Some departments have varying percentages charged to their departments what is this reason  
27 one department pays a high or lower percentages for what appears to be the same service?

28 **Director of Finance Buffalo:**

- 29 ○ Discussion on the methodology standard

30  
31 7. Could the Airport Fund seek out outside services if it was determined that the services it was  
32 receiving would have a cost savings or be of a better quality?

33 **Director of Finance Buffalo:**

- 34 ○ Request that all departments get used within the City if there's a problem we should be  
35 made aware and address the problem.

36  
37 **5B. Commission Chair and Vice Chair Selections**

38 **Airport Manager Owen:**

- 39 • Need to appoint a new Chair and Vice Chair

40 **Commissioner Albright:**

- 41 • Made a motion to Reappoint Chair Beckler and appoint Commissioner Ashiku as Vice Chair we  
42 had a 2<sup>nd</sup>. From Commissioner Crane. All in favor – 5 - 0  
43 ○ Chair Beckler  
44 ○ Vice Chair Ashiku

45  
46 **5C. Airport Maintenance**

47 **Airport Manager Owen:**

- 48 • IT department installing a new internet service.  
49 • Cal Trans Aeronautics did their annual airport inspection.  
50 ○ Main topic of inspector was to remove some trees that penetrate clear zones.  
51 • Tenant with a Twin port-a-port hangar has issues with opening door of hangar.

52  
53 **5D. Letter To Council**

54 **Airport Manager Owen:**

- 55 • No response from City Council.

1 **Commissioners:**

- 2 • Discussion  
3 • Bring back next month.  
4

5 **REPORTS**

6 **6A. Airport Monthly Financial**

7 **Airport Manager Owen:**

- 8 • Avgas sales doing good this year.  
9 • Fuel sales tracking okay overall even after a slow fire season.  
10

11 **6B. Fuel Tank**

12 **Airport Manager Owen:**

- 13 • Self-service tank has arrived. Not set up yet due to the concrete pad not being finished.  
14 • Pre bid meeting for the concrete pad happened today.  
15

16 **6C. FAA Grants**

17 **Airport Manager Owen:**

- 18 • The FAA grant for the design work on the runway has been signed by the City Council and could  
19 move forward know.  
20 • Agreement for the PAPI's has been worked out with the FAA.  
21

22 **6D. Airport Day**

23 **Airport Manager Owen:**

- 24 • June 3<sup>rd</sup>, 2017 Airport Day scheduled. 9<sup>th</sup> annual Airport Day.  
25

26 **7. AGENDA ITEMS FOR FEBRUARY**

- 27 1. Budget 2017-18  
28 2. Airport Maintenance  
29 3. Letter to Council  
30 4. Airport Business Plan  
31 5. Lease Renewal  
32

33 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

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35  
36 **9. ADJOURNMENT**

37 There being no further business, the meeting adjourned at 8:11 p.m.  
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39

40 \_\_\_\_\_  
41 Kenneth Ronk, Recording Secretary  
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