UKIAH REGIONAL AIRPORT COMMISSION
April 4th, 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 7th, 2017
• Motion made to approve March 7th, 2017 minutes by Commissioner Ashiku and 2nd 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
2. The Commission would like to see the billing from the City Attorney for the past 10 years?

Director of Finance Buffalo:
- We have 2 years readily available that we will provide anything beyond that is archived.

Commissioners:
- Agreed that 2 years would due.

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

Director of Finance Buffalo:
- Does not believe there is a record of that.

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

4. Is there a mechanism for a service audit?

Director of Finance Buffalo:
- Discussion on areas to audit.
- Administration overhead will be something that we will look at doing a time study audit on.

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

Director of Finance Buffalo:
- Moving forward in the next fiscal year, Yes
- Discussion on how and where it would apply.

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

Director of Finance Buffalo:
- Discussion on the methodology standard

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

Director of Finance Buffalo:
- Request that all departments get used within the City if there’s a problem we should be made aware and address the problem.

5B. Commission Chair and Vice Chair Selections

Airport Manager Owen:
- Need to appoint a new Chair and Vice Chair

Commissioner Albright:
- Made a motion to Reappoint Chair Beckler and appoint Commissioner Ashiku as Vice Chair we had a 2nd. From Commissioner Crane. All in favor – 5 - 0
  - Chair Beckler
  - Vice Chair Ashiku

5C. Airport Maintenance

Airport Manager Owen:
- IT department installing a new internet service.
- Cal Trans Aeronautics did their annual airport inspection.
  - Main topic of inspector was to remove some trees that penetrate clear zones.
- Tenant with a Twin port-a-port hangar has issues with opening door of hangar.

5D. Letter To Council

Airport Manager Owen:
- No response from City Council.
Commissioners:
- Discussion
- Bring back next month.

REPORTS
6A. Airport Monthly Financial
Airport Manager Owen:
- Avgas sales doing good this year.
- Fuel sales tracking okay overall even after a slow fire season.

6B. Fuel Tank
Airport Manager Owen:
- Self-service tank has arrived. Not set up yet due to the concrete pad not being finished.
- Pre bid meeting for the concrete pad happened today.

6C. FAA Grants
Airport Manager Owen:
- The FAA grant for the design work on the runway has been signed by the City Council and could move forward know.
- Agreement for the PAPI’s has been worked out with the FAA.

6D. Airport Day
Airport Manager Owen:
- June 3rd, 2017 Airport Day scheduled. 9th annual Airport Day.

7. AGENDA ITEMS FOR FEBRUARY
1. Budget 2017-18
2. Airport Maintenance
3. Letter to Council
4. Airport Business Plan
5. Lease Renewal

8. COMMISSIONER COMMENTS/STAFF COMMENTS

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

Kenneth Ronk, Recording Secretary