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**UKIAH REGIONAL AIRPORT COMMISSION**  
**April 5<sup>th</sup>, 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**

Carl Steinmann, Chair

**OTHERS PRESENT**

**1. CALL TO ORDER**

The Airport Commission meeting was called to order by 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**

- Change Page 1 line 15 to Chair not Vice Chair.
- Change Page 2 line 21 no ' in Munis
- Motion made to approve March 8<sup>th</sup>, 2016 minutes as amended by Commissioner Crane and 2<sup>nd</sup> by Commissioner Beckler. Motion carried 4-0

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

**5. DISCUSSION/ACTION**

**5A. Airport Business Plan**

**Airport Manager Owen:**

- We have did some revisions to the Business plan starting on page 6 line 25 we added the mission statement that we discussed previously.
- **The Ukiah Regional Airport mission is to provide a safe, self-sustaining, efficient and customer focused airport to serve greater Ukiah.**
- We also changed the Vision and Strategies to Realize the Vision to:
- **Our vision is to serve as an aviation hub for the Redwood Empire providing the highest level of service to our customers.**

**Commissioner Crane:**

- Would like to add on line 26 to read: to serve the Greater Ukiah area.

**Commissioners:**

- Add on to page 12 line 6 to read: level of service to our customers **by:** move up bullet points.
- Would like to change page 12 line 12 to read: **Expanding our Contribution to Economic Development**
- Change on page 22 CDF to **Cal Fire**
- Page 22 line 8 to **Medavac**
- Page 22 line 16 heading under **Military**

**5B. Airport Maintenance**

**Airport Manager Owen:**

- With the nice weather we've started mowing
- City crews mowed and did weed eating along State Street and the fence.
- Dave has started repainting the Compass Rose

- General housekeeping is getting done to prepare for airport day.
- We have requested an inmate crew to help clean up the old nursery area.

**5C. Fuel Tank**

**Airport Manager Owen**

- Fuel tank did go to the City Council and was approved.
- The company that won the bid gave us a schedule that will show the progress of the tank and how long tell we receive it.

**REPORTS**

**6A. Airport Monthly Financial**

**Airport Manager Owen:**

- Calstar fuel is down from previous years.
- Overall it has been a slow year.

**6B. Airport Day**

**Airport Manager Owen:**

- We have fliers with all the information about the Airport Day
- Start of Airport Day at 9am

**7. AGENDA ITEMS FOR FEBRUARY**

1. Airport Maintenance
2. Fuel Tank
3. FAA Grants
4. Ukiah Aviation Services

**8. COMMISSIONER COMMENTS/STAFF COMMENTS**

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 7:05 p.m.

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Kenneth Ronk, Recording Secretary