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UKIAH REGIONAL AIRPORT COMMISSION
April 7th, 2015
Minutes

COMMISSIONERS PRESENT

Gordon Elton, Vice Chair
Randle Beckler
Don Albright
Eric Crane

STAFF PRESENT

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

COMMISSIONERS ABSENT

Carl Steinmann, Chair

OTHERS PRESENT

Ron Hunt
Nick Bishop
David Dietz / Mead & Hunt

1. CALL TO ORDER

The Airport Commission meeting was called to order by Vice 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 – March 3rd, 2015

M/S Crane/Albright to approve March 3rd, 2015 minutes, no amendments. Motion carried (4-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Ron Hunt

- Spoke on the inequity of the pricing on the port-a-port hangars compared to the Pasco type hangars. That we should readdress the pricing of hangars before it goes to the City Council next year.
- That I'm a representative of AOPA for this area and could lend my services to the airport when needed.

5. DISCUSSION/ACTION

5A. ALP

Airport Manager Owen:

- The representative from Mead & Hunt, David Dietz will be going over the ALP.

David Dietz:

- The FAA has added information that is now required to be in the ALP the guide for writing ALP is 46 pages long. Your ALP is 11 pages. The ALP itself is contained on page #2.
 - Page 1 Index / Cover
 - Page 2 Airport Layout Plan
 - Page 3 Data Sheet
 - Page 4 Building Area Plan
 - Page 5 Part 77 Airspace
 - Page 6 Inner Approach: Runway 15
 - Page 7 Inner Approach: Runway 33
 - Page 8 Part 77 Airspace: Transitional
 - Page 9 Departure Surface: Runway 33
 - Page 10 Airspace Obstacle Data Table
 - Page 11 Airport Property Map

- 1 • Each page will be discussed and what information will be on each page.
- 2 **Page 1:**
- 3 • Index / Cover sheet – Contains the Location Map, Sheet Index, and Vicinity Map
- 4 **Page 2:**
- 5 • Airport Layout Plan – This is the main document that all project's before they can be started must
- 6 be illustrated on the Plan for the FAA even to consider.
- 7 • Contained on this page Drawing Legend, Airport Data, Existing Building Facility Legend, Future
- 8 Facilities, and Layout Plan Notes.
- 9 • We will come back to this page in more detail.
- 10 **Page 3:**
- 11 • Data Sheet – it contains Runway Data, Airport Date, Data Notes, Runway End Coordinates, All
- 12 Weather Wind Rose, All Weather Wind Coverage, Taxiway Data Table, and Taxiway Fillet Data.
- 13 The main change on the Runway Data
- 14 ➤ Runway Length existing of 4,423' to future 4,888'
- 15 ➤ Runway width existing 150' to future 75'
- 16 ➤ Visual Aids existing VASI 4L, REIL to future PAPI, REIL
- 17 • The proposed 465 foot runway extension project identified herein is for long-term planning
- 18 purposes only.
- 19 **Page 4:**
- 20 • Building Area Plan – it contains the Existing Building and Facility Legend that has all the
- 21 elevations of the buildings or equipment.
- 22 • Future Facilities legend and placement on the airport.
- 23 ➤ Proposed Tiedown Apron
- 24 ➤ Future Fuel Farm
- 25 ➤ Future Wash Rack
- 26 ➤ Future PAPI
- 27 ➤ Future Box Hangars
- 28 ➤ Future Helicopter Parking Spaces.
- 29 • This sheet is just an expanded detailed sheet of the main ALP Building Area.
- 30 **Page 5:**
- 31 • Part 77 Airspace - - it contains the Part 77 Airspace Plan with the 20:1 Conical Surface that go's
- 32 from the North State Street exit south to the Burke Hill exit.
- 33 • Both Runway 15 & 33 Part 77 Profiles.
- 34 **Page 6:**
- 35 • Inner-Approach: Runway 15 – It is a detailed map of the objects that penetrate the approach to
- 36 15 with a number and the objects height.
- 37 • Runway 15 Inner-Approach Profile shows
- 38 ➤ Future Runway 15 Displaced Threshold EL. = 616.8'
- 39 ➤ Future Runway 15 End EL. = 618.1'
- 40 ➤ Existing and Future Runway 15 – 20:1 Threshold Siting Surface
- 41 ➤ Runway 15 – 34:1 Part 77 Approach Surface [C]
- 42 ➤ Future Runway 33 – 40:1 Departure Surface
- 43 ➤ Existing Runway 33 – 40:1 Departure Surface
- 44 • This map go's approximately 4,000' North to Safeway area.
- 45 **Page 7:**
- 46 • Inner-Approach: Runway 33 – It is a detailed map of the objects that penetrate the approach to
- 47 33 with a number and the object height.
- 48 • Runway 33 Inner Approach Profile shows
- 49 ➤ Runway 33 End EL. = 604.7'
- 50 ➤ Existing and Future Runway 33 – 20:1 Threshold Siting Surface
- 51 ➤ Runway 33 – 20:1 Part 77 Approach Surface [B(V)]
- 52 • This map go's approximately 4,000' South to the Redwood Health Club.
- 53
- 54
- 55

1 **Page 8:**

- 2 • Part 77 Airspace: Transitional - It is a detailed map looking down at the airport and the objects
3 that penetrate the approach areas of the airport.
4 • Runway 15-33 Transitional Surface Profile
5 ➤ Future Runway 15 End EL. = 618.1'
6 ➤ Future Runway 15 Displaced Threshold EL. = 616.8'
7 ➤ Runway 15-33 5' Line-of-Sight Line
8 ➤ Runway 33 End EL. = 604.7'

9 **Page 9:**

- 10 • Departure Surface: Runway 33 – It is a detailed map looking down at the beginning of Runway 15
11 / End of Runway 33 of all the tree's and objects that penetrate the departure surface.
12 • Runway 33 Departure Surface Profile shows
13 ➤ Existing Runway 33 – 40:1 Departure Surface
14 ➤ Future Runway 33 – 40:1 Departure Surface
15 ➤ Future Runway 15 End EL. = 618.1'
16 ➤ Future Runway 15 Displaced Threshold EL. = 616.8'

17 **Page 10:**

- 18 • Airspace Obstacle Data Table – It is a detailed table with all the objects identified. The table tells
19 what the object is, the elevation of the object and how much it penetrates the surface area. There
20 is also a disposition area that tells how to remediate the problem.

21 **Page 11:**

- 22 • Airport Property Map – it's an overhead view of all the airport property broke down into each
23 parcel ID.
24 • Airport Property Data – names the parcel ID how many acres, what the Assessor's parcel # is.
25 • The FAA is looking to have this cleaned up with all the correct information in it on how the parcel
26 was obtained and with what funds.
27 • Most of the south parcels do not have data on how they were acquired.
28 • This could come back in a few years because the FAA wants to know who paid for it. If FAA
29 funds were used for the land they have a say if the property is ever disposed of.
30 • Most likely need to get a grant for survey and title research because this can be costly to obtain.

31 **Page 2 Continued:**

- 32 • The FAA has changed how they fund airports from a few years ago. If the standard shows that
33 your airport is only require a 75' wide runway they will not pay for anything wider period.
34

35 **Commissioner Crane:**

- 36 • Asked about the new taxiway TWY A2 and what happens to the old taxiway connecting to runway
37 15.
38

39 **David Dietz:**

- 40 • The old TWY A would most likely have to be ground up to the runway. Then x's marking out the
41 old section of runway.
42 • The runway would be narrowed to 75 ft.
43 • A new TWY A4 would be installed and the old high speed taxiway removed.
44 • We have illustrated the new tiedown area on the North-East corner.
45 • All the runway lighting would get realigned and moved in from their current location.
46 • All taxiway's leading onto runways will be 90° angles to cut down on the confusion.
47 • ALP should not have to be done for another 5-10 years unless we have major changes.
48

49 **Commission:**

- 50 • Discussion about the different options on the displaced threshold on runway 15.
51 • Recommend showing emergency generator spot on ALP.
52

53 **Vice Chair Elton:**

- 54 • Recommendation to the City Council with the above amendments.
55

1 M/S Crane/Beckler as amended. Motion carried (4-0)
2

3 **5B. Airport Maintenance**

4 **Airport Manager Owen:**

- 5 • Continuing the mowing around the airport
- 6 • Public Works has contacted us about Slurry seal work and we plan on slurring both parking lots
7 the Calfire ramp and the area around Ace Aerial.
8

9 **Commissioner Crane:**

- 10 • Can we get the Slurry Company to look at the cracks on the taxiway and possibly get them to
11 repair them?
12

13 **Airport Manager Owen:**

- 14 • Will check with them unsure if they could do the work or not.
15

16 **Commissioner Albright:**

- 17 • Commented that the Airport looks great with all the work that has been getting accomplished.
18

19 **5C. Fuel Tank**

20 **Airport Manager Owen:**

- 21 • As was reported last month the bids for the new fuel tank came in higher than anticipated. The
22 lowest bidder failed to fill out all the proper paper work so we would not be able to even take that
23 bid.
- 24 • Meet with Shell representative about going with a new fuel provider and how we could lease or
25 get them to provide us with a new 12,000 self-serve island or standalone Jet tank.
- 26 • No matter what we decide we still need to upgrade our bulk fuel pump for Jet fuel. We have
27 located a Bulk Fuel Skid with all the necessary equipment at Orville Airport. The sale price is
28 \$23,000. Ken and myself plan on going over and taking a look at the equipment before we
29 purchase it. If we decided to purchase it we would borrow a truck from the city and load it in the
30 back. Do need a recommendation from the Airport Commissioners to the City Council about the
31 purchase of equipment.
32

33 **Commissioner Albright:**

- 34 • Made the motion to recommend to City Council that the Airport purchase the Bulk Fuel Skid.
35

36 **Commissioner Crane:**

- 37 • 2nd the motion.
38

39 **Discussion:**

40 **Commissioner Albright/Crane:**

- 41 • Glad you found something on the shelf and recommended an inspection before purchasing.
42

43 **5D. Noise Abatement**

44 **Airport Manager Owen:**

- 45 • This is a quarterly item that we like to talk about. No major complaints lately. Ken took a phone
46 call about a week ago complaining about the helicopter noise. After Ken talked to her about the
47 Coast Guard and the increased helicopter traffic from Reach she understood and did not want to
48 make a complaint. Most of the time if they can talk to someone about the noise they then
49 understand what's going on and do not wish to make a complaint.
50

51 **Commissioner Crane:**

- 52 • Can we get the Noise Abatement Procedure on Facebook and the City web site?
53

54 **Airport Manager Owen:**

- 55 • It's already on the City web site and I will add it to the Airport Facebook page.

- Need to get more copies made of the Noise Abatement Procedure for the lobby.

REPORTS

6A. Airport Monthly Financial

Airport Manager Owen:

- Had a meeting with the City going over the 2013-2014 years Budget. Had questions about what the Finance's numbers and what we had for our numbers they did not match. The City Budget had us at about a \$60,000 defect.
- Request that the Finance Director come to next month's meeting and help us understand the Budget from 2013-2014.

Commissioners:

- Discussion

Vice Chair Elton:

- Request a motion for the Finance Director to come to next month's meeting.

Commissioner Crane:

- 2nd the motion

Motion Passed:

- 4-0

Discussion:

- That the Finance Director goes over the entire budget.

6B. Airport Day

Airport Manager Owen:

- Airport Day will be Saturday June 6th, 2015 with Nick Bishop being in charge. We will have a safety meeting Thursday before the event to go over all the details. Will send out fliers in emails and they will go out in the monthly billing.

7. AGENDA ITEMS FOR FEBRUARY

1. Budget
2. Airport Maintenance
3. Hangar Rent
4. Airport Monthly Financial Report
5. Fuel Tank

8. COMMISSIONER COMMENTS/STAFF COMMENTS

Vice Chair Elton:

- Will not be able to make the May 5th meeting.

Commissioner Albright:

- Would also miss the May 5th meeting.

Commission:

- Discussion and rescheduled Airport Commission Meeting for May 12th, 2015.

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9. ADJOURNMENT

There being no further business, the meeting adjourned at 7:40 p.m.

Kenneth Ronk, Recording Secretary