

**UKIAH REGIONAL AIRPORT COMMISSION**  
**June 6<sup>th</sup>, 2017**  
**Minutes**

**COMMISSIONERS PRESENT**

Don Albright Acting Chair  
Bill Beard  
Eric Crane

**STAFF PRESENT**

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

**COMMISSIONERS ABSENT**

Randal Beckler, Chair  
Mark Ashiku, Vice Chair

**OTHERS PRESENT**

**1. CALL TO ORDER**

The Airport Commission meeting was called to order by Acting Chair Albright at 6:15 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** – April 4<sup>th</sup>, 2017

- Motion made to approve April 4<sup>th</sup>, 2017 minutes by Commissioner Crane and 2<sup>nd</sup> by Acting Chair Albright.

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

**5. DISCUSSION/ACTION**

**5A. Old Nursery**

**Airport Manager Owen:**

- We have a business interested in opening up in the Old Nursery area. They would be bringing in Honey in 55 gallon drums and transferring them to smaller containers then reselling them. This is consistent with the Airport Layout plan to have light manufacturing in this area. This area doesn't have direct access to the taxiways for aircraft.

**Commissioner Crane:**

- Have the use permit very tight on what they can do in that area. Concerned that they could try and change the use of that area and do something besides honey.
- Concerned with the egress and ingress and not using the back gate allowing everyone access to airport area.

**Commissioners:**

- Discussion about the use of the back gate for and against. Would like to bring this back for further discussion.

**Commissioner Beard:**

- Had concerns that it did not meet the criteria of airport related activity.

**Commission:**

- Discussion about Airport Land Use Plan and light manufacturing is allowed in that area.

1 **5B. Community Garden:**

2 **Airport Manager Owen:**

- 3 • John John's is interested in starting a community garden on the airport. Right now the only  
4 available space for something like that is the south, east corner by the brewery. That area has no  
5 improvements (water or electric). John is not interested in paying for any of the improvements to  
6 the area and is looking for a lease term of about 10 years without paying for anything.  
7

8 **Commissioner Crane:**

- 9 • Without money for a lease this is not an option.  
10

11 **Commissioners:**

- 12 • If John would like to personally address this issue we can discuss this at another commission  
13 meeting.  
14

15 **5C. Hangar #36**

16 **Airport Manager Owen:**

- 17 • Ron Hunt is no longer interested in installing an electric garage door opener on the hangar he's  
18 decide to go a different route that's why he's not here.  
19

20 **5D. Budget 2017-2018**

21 **Airport Manager Owen:**

- 22 • The city has not finalized the budget so we do not have the packet to hand out. If you look at the  
23 agenda packet on page #7 Airport 2017-18 that I've submitted under Machinery and Equipment  
24 I've request \$42,000 with this we plan on using to convert the old 100LL tank into a Jet A tank  
25 and buying a Gator or similar type vehicle.  
26

27 **Commissioner Crane:**

- 28 • Has the City Council ever addressed our letter of concern about the Government Surcharge?  
29

30 **Airport Manager Owen:**

- 31 • No  
32 • The City did provide all the bills from the City Attorney; I've not reviewed them at this time  
33 because we've been in Airport Day preparations.  
34

35 **Commissioner Crane:**

- 36 • Would like to have this discussion on Attorney billing at next Airport Commission meeting.  
37

38 **5E. Airport Maintenance**

39 **Airport Manager Owen:**

- 40 • Regular airport maintenance, mowing and general upkeep.  
41

42 **5F. Letter to Council**

43 **Airport Manager Owen:**

- 44 • We have had no response from any of the City Council members in regard to our letter.  
45

46 **Commissioner Crane:**

- 47 • Feels that the City Council does not listen or care about any of the commissions.  
48

49 **5G. Airport Business Plan**

50 **Airport Manager Owen:**

- 51 • Our business plan is about 2/3rds done and we just need to review about 7 pages.  
52

53 **Commissioners:**

- 54 • Discussion on the use of the plan.  
55 • Would like to have other 2 Commissioners present before approving this to go to Council.

- Motion made to table this item till next commission meeting made by Commissioner Crane and 2<sup>nd</sup> by Commissioner Albright. All in favor 3-0.

## **REPORTS**

### **6A. Airport Monthly Financial**

#### **Airport Manager Owen:**

- May has been a pretty good month, Avgas has been showing a nice increase and Calstar has been increasing on their Jet A usage. Our revenue is looking like we will be above our projected amount.

### **6B. Fuel Tank**

#### **Airport Manager Owen:**

- The fuel tank pad is in full swing and we should be on track to start using self-serve island at the beginning of July.

#### **Commissioners:**

- What is the pricing going to be for the Self-serve compared to the full-service truck?
- We need to revisit the fuel pricing ordinance because right now there is no clear way of pricing the two methods.
- Agenized fuel pricing ordinance for next month.

### **6C. FAA Grants**

#### **Airport Manager Owen:**

- Right now we have the design grant going for the runway project. We have had a contractor out doing core samples around the airport. If all goes right we expect a grant offer in December for the construction of the new runway project.

### **6D. Airport Day**

#### **Airport Manager Owen:**

- 9<sup>th</sup> annual Airport Day is over everything went well. We've talked about maybe doing Airport Day every other year due to the smaller crowds. We will be doing next year because that would be 10 consecutive years.

## **7. AGENDA ITEMS FOR AUGUST**

**A. Fuel Pricing**

**B. Budget 2017-18**

**C. City Services Billing**

**D. Airport Maintenance**

**E. Airport Business Plan**

**F. South Gate**

## **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

- Due to July 4<sup>th</sup> falling on the first Tuesday the Commission meeting will be cancelled till Aug.

## **9. ADJOURNMENT**

There being no further business, the meeting adjourned at 7:10 p.m.

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Kenneth Ronk, Recording Secretary