

UKIAH REGIONAL AIRPORT COMMISSION
June 7th, 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

OTHERS PRESENT

Nick Bishop
Emily Bishop

1. CALL TO ORDER

The Airport Commission meeting was called to order by Chair Elton at 6:10 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 5th, 2016

- Motion made to approve April 5th, 2016 minutes by Commissioner Crane and 2nd By Commissioner Albright. Motion carried 4-0

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

- Nick Bishop owner of West Coast Wings here at the airport, would like to thank the airport personnel for their work on the Airport Day. Feels that every year the Airport Day improves with the organization and handling of all the Airport Day activities.

5. DISCUSSION/ACTION

5A. New Commissioner Introduction

Airport Manager Owen:

- Bill Beard has been appointed by the City Council to fill the open Airport Commissioner seat. Mr. Beard has previously served on this board. Mr. Beard will be filling a county seat.

5B. Airport Maintenance

Airport Manager Owen:

- Dave has been doing a lot of cosmetic work around the airport in preparation for Airport Day.
- We have been doing some minor work to a few hangar doors.
- Inmate crews have been cleaning out creeks and brush around the airport.
- At the old Nursery business we had the inmate crews clean up the area and tear down a few out buildings. The debris is piled up right now till we get dumpsters and the inmate crews back. Our intentions are to get another business like a nursery back in that area.

5C. Fuel Tank

Airport Manager Owen:

- In this package you have the schedule for the 12,000 Avgas fuel system tank. The tank will come completely set up with all the equipment needed to set up on the concrete pad and hook up the electricity. No additional work should need to be done to the tank after the electricity is hooked up. Right now we are trying to get the engineering done for the concrete pad. Most likely we are going to hire an outside agency to engineer the concrete pad.

1 **5D. FAA Grants**

2 **Airport Manager Owen:**

- 3 • Airport Pavement Management Program (APMP) study will be done on the runway this year with
- 4 the \$50,000 grant from the FAA. This will give the FAA the information about the condition of the
- 5 runway asphalt and the need to replace it.
- 6 • The airport also received a grant for the design of runway 15-33 pavement rehabilitation and
- 7 taxiway realignment. That grant from the FAA is being determined to be \$191,000.

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9 **5E. Ukiah Aviation Services**

10 **Airport Manager Owen:**

- 11 • Ukiah Aviation Services also known as the Taylor hangars, this was asked by the commissioners
- 12 to come back for discussion about the freight business in there hangar. Currently the freight
- 13 business does not have an aviation related activity. Recently there aircraft related part of the
- 14 business changed to no aircraft involved. We have contacted the business and let them know that
- 15 according to Ukiah Aviation Services lease agreement that they must be aviation related.

16 **Commissioner Crane:**

- 17 • A letter should be written to Ukiah Aviation Services to let them know that there tenant is in
- 18 breach of the lease agreement. That they must have aviation related businesses only. The letter
- 19 should state that within 60-90 days your tenant must be aviation related or they must vacate the
- 20 hangar per the lease agreement with the city. We have had problems in the past with non-
- 21 aviation related business and we have to consistent with administering these rules.

22 **Airport Manager Owen:**

- 23 • A letter will be written and Ukiah Aviation Services notified.

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25 **5F. Budget 2016-17**

26 **Airport Manager Owen:**

- 27 • This is the budget request for 16-17 most of the number's, city hall puts in for the personnel.
- 28 • The main thing that you will see is at the bottom Machinery and Equipment I'm requesting
- 29 \$115,000.
- 30 • After the new self-serve avgas tank is going we will have to convert the old 12,000 gallon avgas
- 31 tank over to Jet A. The tank will need to get refurbished on the inside with a new tank liner. We
- 32 expect it to cost around \$100,000. After the avgas tank gets converted over to Jet A we will have
- 33 the capacity to hold 20,000 gallons of Jet A at the fuel farm and 5,000 on the truck.
- 34 • The other \$15,000 is for the replacement of the GEM car – golf cart. Right now we do not have
- 35 use of any golf carts due to the old one being placed out of service due to safety concerns.

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37 **REPORTS**

38 **6A. Airport Monthly Financial**

39 **Airport Manager Owen:**

- 40 • Everything looks to be on track for a normal year.

41 **6B. Airport Day**

42 **Airport Manager Owen:**

- 43 • Thank you to Nick Bishop of West Coast Wings for his involvement in Airport Day. Nick is the
- 44 reason we have a good turn out with all the old war bird airplanes coming. Everything went real
- 45 smooth with a great turn out and nice cool weather.

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48 **7. AGENDA ITEMS FOR FEBRUARY**

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8. COMMISSIONER COMMENTS/STAFF COMMENTS

- Next airport commission meeting will be Aug. 2nd; there will be no commission meeting in July due to the 4th of July holiday.

Airport Assistant Ronk:

- Just advising you that Marty Pinches one of our refuelers last day was June 4th. We have hired two new employees Rueben Richey and David Marquez. We hired two employees due to being one fueler down during the winter.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 7:55 p.m.

Kenneth Ronk, Recording Secretary