

**UKIAH REGIONAL AIRPORT COMMISSION**  
**August 6, 2013**  
**Minutes**

**COMMISSIONERS PRESENT**

Don Albright, Chair  
Eric Crane  
Carl Steinmann

**STAFF PRESENT**

Greg Owen, Airport Manager  
Ken Ronk, Airport Assistant  
Cathy Elawadly, Recording Secretary

**COMMISSIONERS ABSENT**

Dottie Deerwester  
Gordon Elton

**OTHERS PRESENT**

John Eisenzopf

**1. CALL TO ORDER**

The Airport Commission meeting was called to order by Chair Albright 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** – June 4, 2013

**Commissioner Crane** made the following corrections:

Page 2, line 1, sentence revise to read, 'Airport users have indicated they do not prefer to give up the Avgas fueling truck service.'

Page 3, lines 29 and 30, were comments made by Commissioner Deerwester rather than staff.

**M/S Crane/Steinmann** to approve June 4, 2013 minutes, as amended. Motion carried (3-0).

The regular July Airport Commission meeting was cancelled due to the July 4<sup>th</sup> holiday.

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

**5. DISCUSSION/ACTION**

**5A. Lease (old lumber yard)**

**Airport Manager Owen:**

- Advantage Towing & Vehicle Services is interested in leasing the former old lumber yard month to month.  
The proposed rental space that includes the building and shed facility is approximately 10,000 sq. ft. that equates to \$1,020 per month at \$.03 per sq.ft. for the ground and \$.60 for the buildings.
- The rental area will have perimeter fencing.
- The business will use the existing gate in the area that will essentially function as a 'community gate' for all other users.
- The business provides towing and transportation services.
- The vehicle and equipment parking is an allowed use in Eastside North.
- The matter has been agendized on the Consent Calendar for Council approval tomorrow evening.

**Commission:**

- Is pleased a business is interested in leasing area where the former lumber yard once operated and this will generate income for the Airport.
- Would like to see a 'sally port' added when the fence is installed for effective ingress and egress.
- Noted the area where the former lumber yard operated consists of approximately three acres.

1  
2 **M/S Crane/Steinmann** to recommend Council approve the lease with the addition of a sally port for the  
3 purpose of providing for appropriate ingress and egress. Motion carried (3-0).

4 **5B. Jet A Truck**

5 **Airport Manager Owen:**

- 6 • Council has approved a purchase of a new/used Jet A fuel in the Airport budget.
- 7 • Is hopeful the purchase of a Jet A fuel truck will go out to bid soon.
- 8 • Provided statistics on two fueling trucks for Commission review and comment.
- 9 • Staff is looking to purchase a 2004 fueling truck.
- 10 • Related to carbon dioxide emissions and EPA standards advised a 2004 off-road truck complies
- 11 with 2029 (Tier 2) emission standards.
- 12 • Research indicates trucks with older than 2004 engines must burn off certain fueling emissions
- 13 where the concern for an off-highway fueling truck of this kind is it would never get hot enough to
- 14 burn off those certain fueling emissions.
- 15 • Some companies purchase 2004 engines and install them on a newer chassis so that a
- 16 perspective buyer is essentially getting a '04' specification on a newer chassis.

17  
18 **Commission:**

- 19 • Generally discussed how EPA carbon dioxide emission standards work for trucks in term of
- 20 compliance.
- 21 • It appears emission standards rules change intermittently so it is difficult to understand what the
- 22 rules actually are.
- 23 • Discussion about what constitutes highway versus off-highway trucks.

24  
25 **Commissioner Steinmann:**

- 26 • Consider the possible advantage of the Airport registering a vehicle separately from that of the
- 27 City's fleet vehicles. The Airport is an enterprise fund and has one to three fleet trucks while the
- 28 City of Ukiah has many fleet trucks. An agency/entity is exempt from emission regulations if a
- 29 fleet is three trucks or less and/or if the truck travels 15,000 miles or less in a year.

30  
31 **Commissioner Crane:**

- 32 • Asked if the 15,000 miles pertains to highway mileage. If the Jet A fuel truck is an off-highway
- 33 piece of equipment, the standard exemption would apply for this reason.

34  
35 **Commissioner Steinmann:**

- 36 • Trucks are typically licensed to travel on the highway even fuel trucks and questioned what would
- 37 occur if the truck required maintenance and must travel on the highway for repairs. A legally
- 38 registered vehicle has the ability to be a highway vehicle. Acknowledged it is possible the truck
- 39 could be transported on the highway by way of a trailer for repairs.

40  
41 **Staff:**

- 42 • An unregistered vehicle is not licensed to travel on highways. The Jet A fuel truck would not be a
- 43 licensed vehicle.
- 44 • The development of a specification for a new/used Jet A fuel truck may be something a
- 45 subcommittee can do and commented on the operating necessities/features a truck should have.
- 46 • Emphasized staff is looking for a Tier 2 truck that complies with 2029 EPA emission standard
- 47 rules.
- 48 • Important for staff to make certain the truck meets the needs of the Airport.

49  
50 **Commission**

- 51 • For purposes of comparison there was discussion concerning the specifications in terms of
- 52 potential long term durability and performance for the two Jet A fuel trucks related to year, make,
- 53 chassis size/number of axles, other features/systems and sales price differential. Related to
- 54 make, 'International' produces a quality vehicle. Finds 'Caterpillar' makes of trucks to be
- 55 problematic.

- Important to note that chassis size and number of axles can affect the performance and also the durability of fueling trucks because of potential suspension issues due to the heavy weight of the fuel and associated long term wear and tear on the truck.
- Requested staff research small fleets and how they apply to agency departments that operate as an enterprise fund as well as more information for further discussion about EPA emission standards currently in force and the corresponding criteria thereof.
- It may be an engine and/or performance specification should carefully be developed to adequately address carbon emission compliance with the EPA.
- Agendize for further discussion the purchase of a new/used Jet A truck.

## 5C. Budget 2013-14

### Airport Manager Owen:

- Referred to the budget information that was recently adopted by Council for current fiscal year 2013-14 and noted the budget report is now available in the City's new financial software system.
- Explained how to read the different columns and what the information represents under the new financial system.
- Also provided budget information that shows the former fund account numbers, the fund account numbers for the new financial systems and the corresponding revenue and expenditure balances. For instance, the former 291 account (General Government Service Charges) is now 61100.
- Revenue from this year's fire season is less than last year.

### Commission:

- Questioned the reason for the negative numbers appearing on the spreadsheet.
- General discussion concerning the budget information.
- Asked for clarification about fund 51120, Non Regular Salaries & Wages.
- It appears the former 291 account has remained static for this fiscal year.

### Staff:

- Will consult with City Finance staff about the reason some of information shows negative numbers.
- Related to fund 51120, was formerly associated with part-time salaries, but under the new financial software system there is no differentiating between full-time and part-time salaries. Full-time and part-time salaries are now lumped together in fund 51110.

## 6. REPORTS

### 6A. Airport Maintenance

#### Airport Manager Owen:

- Airport has kept current on weed eating.
- Is hoping to get some slurry seal done in and around the hangars this year. The cost estimate from City engineering staff for this work is approximately \$70,000. Payment for slurry seal would have to come out of the Building and Maintenance budget. Maintenance of this type needs to be budgeted for and was not done so it may be only some slurry seal work will get completed this year.

#### Airport Assistant Ronk:

- Has been doing general maintenance on hangars, particularly hangar doors. Finding help to repair these doors is a problem.

### Commission:

- Questioned why the estimated cost for slurry seal in and around hangars is approximately \$70,000 and is of the opinion this cost estimate is out of context and that the cost should be revisited.

### Commissioner Crane:

- 1 • The City has a history of local companies not able to work with them due to excessive insurance  
2 requirements.  
3

4 **Commissioner Steinmann:**

- 5 • It may be a non-door technician/professional would be able to repair the doors.  
6 • Possibly consider hangar owners and/or tenants being responsible for door repairs and  
7 compensate by allowing for a rent reduction. Under the hangar improvement agreement a tenant  
8 can make a repair and as such receive some compensation on the rent. The agreement does not  
9 state that two million in liability insurance is required to fix the hangar.  
10 • Contractors that work regularly for large airports likely have liability insurance coverage of two  
11 million or more and are expensive.  
12

13 **Airport Manager Owen:**

- 14 • Any one doing work on City property must be insured.  
15

16 **Airport Assistant Ronk:**

- 17 • Agreed a non-door professional repair person could probably learn how to fix the doors by doing.  
18

19 **Commissioner Crane:**

- 20 • The issue of not being able to find a door company to repair hangar doors should likely be  
21 brought to the attention of City Council. The problem may be related to the City raising its liability  
22 coverage from one million to two million and that most individual repair companies cannot afford  
23 to pay for this high of coverage. Supports this matter also be reviewed by Council and favors the  
24 liability coverage requirement be reduced from two million to one million like it used to be.  
25

26 **Chair Albright:**

- 27 • Cautions doing patch work on the hangar doors because in the end this is not economically  
28 feasible.  
29

30 **Commission:**

- 31 • Discussion about the square footage and price per square footage for slurry seal in and around  
32 hangars.  
33 • Need to talk more about hangar and Airport maintenance and related costs and square footage if  
34 the maintenance concerns slurry seal.  
35

36 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING**

- 37 1. Purchase of new/used Jet A fuel truck  
38 2. Avgas fueling facility  
39 3. Airport and hangar maintenance  
40 4. Commission election of officers  
41

42 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

43 **Airport Assistant Ronk** reported Airport user and hangar tenant Gordon Janhke has passed away.  
44

45 **9. ADJOURNMENT**

46 There being no further business, the meeting adjourned at 7:22 p.m.  
47  
48

49 \_\_\_\_\_  
49 Cathy Elawadly, Recording Secretary  
50  
51