

UKIAH REGIONAL AIRPORT COMMISSION
September 2, 2014
Minutes

COMMISSIONERS PRESENT

Carl Steinmann, Chair
Eric Crane
Dottie Deerwester
Gordon Elton

STAFF PRESENT

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

COMMISSIONERS ABSENT

Don Albright

OTHERS PRESENT

1. CALL TO ORDER

The Airport Commission meeting was called to order by Chair Steinmann at 6:17 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.

Commissioner Crane arrived 6:41 p.m.

2. PLEDGE OF ALLEGIANCE - Everyone recited the pledge of allegiance.

3. APPROVAL OF MINUTES – August 5, 2014

M/S Elton/Steinmann to approve August 5, 2014 minutes, as submitted. Motion carried (2-0) with Commissioner Deerwester abstaining.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

5. DISCUSSION/ACTION

5A. Mendocino County Airport Land Use Commission

Airport Manager Owen:

- Reviewed the purpose/intent of the Mendocino County Airport Land Use Commission (ALUC) and its overall function.
- The ALUC has seven members, three of which are selected by the City Selection Committee. The committee is comprised of Mayors from the cities of Ukiah, Willits and Little River. Currently, there is a vacancy in the ALUC that needs to be filled.
- Explained the process and procedure for how a Commissioner is selected.
- Noted an ALUC Commissioner has the authority to appoint a proxy to act on his/her behalf if necessary.
- Staff is requesting the Airport Commission make a recommendation to Council on the selection.

Commissioner Deerwester would be willing to serve on the ALUC.

There was staff/Commission discussion relative to the upcoming September 18 ALUC meeting in which one of the agenda items will address the proposed Zaina Vineyard rezone. The subject property is proposed for rezone to High Density Residential (R3).

Airport Manager Owen:

- His understanding the intent for the proposed rezone is that the County was sued for not having enough high density residential units. As such, a rezone of the subject property is necessary to allow for this type of housing.

- Is opposed to the proposed to the rezone because part of the subject property is located in the flight path for the Runway.
- Related to the Ukiah Municipal Airport Master Plan, the subject property is located in Airport Compatibility Zone C. Is of the opinion the property should have been designated in Airport Compatibility Zone B as opposed to Airport Compatibility Zone C.

M/S Steinmann/Elton recommends City Council to recommend the Mayor of Ukiah make a recommendation to the Selection Committee to appoint Dottie Deerwester to serve on the ALUC. Motion carried.

Chair Steinmann would be willing to serve as a proxy for Dottie Deerwester. However, since ALUC meetings are typically held during working hours, he would not likely be able to serve as a proxy in this regard.

5B. Airport Maintenance

Airport Manager Owen:

- Airport Grounds/Maintenance Dave Brown has just returned from medical leave. He will be prioritizing repair/maintenance projects that need to be done on the Airport.
- Slurry sealing of paved areas in front of the Ashiku Hangar northerly to the FEDEX building should occur within the next two days. The approximate cost for the slurry seal is \$16,000.

Chair Steinmann:

- Advised of tree/bush trimming/pruning that needs to be done at the entrance of the Airport because the vegetation blocks line-of-sight on State Street to the south, particularly for persons driving trucks/large vehicles.

5C. Airport Commission Recording Secretary

Airport Manager Owen:

- Asked the Commission to further discuss replacement and/or finding an alternative approach relative to the Airport Commission Recording Secretary function.
- Staff will review the procedure of how other City Commissions/boards/committees write minutes and provide input to the Airport Commission as a possible option.

Commission:

- Consider how best to handle replacement in terms of cost factors associated with possibly using other City staff/paying out of the Airport budget to keep Recording Secretary Elawadly versus hiring someone from the private sector or the time factor involved with having an Airport Commissioner take notes and transcribe into minutes that would occur on a rotating basis and/or explore other considerations.
- Determine the format/form for minute taking and corresponding transcription into minutes as to whether they should be action, summary or note format that procedurally best fits the needs of producing/maintaining accurate and effective minutes for the Commission.
- Would like to further discuss this matter.

5D. Fuel Tank

Airport Manager:

- Would like to explore going out to bid for a new fuel vendor. The fuel vendors the Airport has used mostly recently is BP/EPIC. It may be possible for the Airport to contract with a new fuel vendor that not only sells fuel, but can install and maintain the tank. EPIC only delivers fuel and no longer maintains fuel tanks.

5E. Airport Business Plan:

Airport Manager Owen:

- Would like to discuss this agenda item at the next meeting because not all Commissioners are present tonight.

1 **REPORTS**

2 **6A. Airport Monthly Financial**

3 **Airport Manager Owen** referred to a year-to-date fuel data worksheet that shows fuel sales in gallons
4 and dollar amounts from July 1 to August 31st relative to the last six fiscal years for comparison purposes:

- 5 • Related to fiscal year 2014-15 for July and August, the Airport sold 75,000 gallons of Jet A fuel
6 whereas last year for the entire year 71,000 gallons of Jet A fuel was sold comparatively.
- 7 • Related to fiscal year 2012-13 the Airport sold approximately 78,000 gallons of fuel in July and
8 August.
- 9 • Is pleased with the performance of the new fuel truck having a larger fuel capacity that has
10 significantly contributed to the increased volume of fuel sold. The Airport can now keep more fuel
11 on-hand than in the past.
- 12 • Staff is still using the old fuel truck for overflow purposes. This vehicle does not run well. Having
13 two fuel trucks is useful when EPIC is not able to get fuel delivered on time as a way to better
14 balance fuel loads.
- 15 • Some of the fuel sale figures reflect the fueling of Army Hemet trucks that were used in assisting
16 forest fires this season. These trucks were coming to the Airport once or twice a day to purchase
17 Jet A fuel.
- 18 • Approximately 500 gallons of AVGAS was sold to Eel River Fuel.

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20 **Chair Steinmann:**

- 21 • Related to the existing fuel vendor, is it possible to check with Redwood Oil to see if the owner
22 could become a fuel broker like 'EPIC.' It may be that Redwood Oil is not large enough to buy
23 fuel as opposed to just hauling it. Has knowledge that Redwood Oil has four trucks that just
24 hauls Jet A fuel.

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26 **Airport Assistant Ronk:**

27 While the Airport does not have a contract with EPIC to use other fuel vendors, has explored the
28 aforementioned possibilities of using fuel vendors such as Redwood Oil or Redwood Coast
29 Fuels, but found the problem to be that they must have an established account to be able to 'pull
30 the fuel pump.' For example, Redwood Coast Fuels would have to be hauling for EPIC to be
31 able to 'pull the fuel' from them. EPIC does not sell fuel to vendors unless they have an
32 established account.

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34 **Airport Manager Owen:**

- 35 • Redwood Oil etc., would have to set up an account with a large fuel vendor such as Exxon, Shell,
36 EPIC.

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38 **Airport Assistant Ronk:**

- 39 • Of primary importance is the matter of maintaining safety. His concern about using other fuel
40 'haulers' is that they do not just haul jet fuel. They haul diesel or some other fuel type where the
41 risk of contamination is a concern for residual fuel mixed with jet fuel that could occur in the
42 pump hoses, for instance. EPIC ensures that the fuel delivered has no residual fuel of another
43 type that mixes with the Jet A fuel so there is no risk for contamination.
- 44 • Again, Redwood Coast Fuels cannot 'pull fuel' from another hauler unless they have an
45 established account. This particular vendor would have to be large enough to be able to 'pull
46 fuel' from the tank of another hauler, such as EPIC.
- 47 • Noted when California has multiple forest fires, there are not enough fuel haulers available. Also,
48 there are simply fewer haulers now because of the stringent State requirements that regulate
49 this industry.

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51 **Commissioner Deerwester:**

- 52 • Related to the fuel worksheet, noted the highest number of fuel sales and gallons sold was
53 July/August FY 2012-13.

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55 **Commissioner Elton:**

- Related to the Calstar column on the worksheet for July and August FY 2014-15, asked why there is no dollar amount indicated where this information is shown for other fiscal years.

Airport Manager Owen:

- No dollar amount is shown because the data is not yet available.
- Explained how staff calculated the total fuel sales for Calstar for FY2012-13 in connection with City Administration old and new financial system.

Commissioner Elton:

- It is likely with the dollar amount shown for Calstar that this would bring the total fuel sales for July/August FY 2014-15 very close to the total sales figure for July/August FY 2012-13.
- The problem with non-posting of data timely is that revenue/cash that should be shown is not.

Airport Manager Owen:

- Related to the other financial data provided for in the staff report concerning fuel sales, there is data that needs to be posted that is directly correlated to/affects the Airport Fund Balance.

6B. ALP Update

Airport Manager Owen:

- The FAA is not pleased with some of the information concerning the ALP Update submitted by Mead and Hunt consultants for the technical review. One item of issue is the runway length/airspace and associated costs with having to change the instrument approaches and surfacing costs. As such, the chances of the Airport getting the runway length back as requested, will not likely happen.
- Will be having a conference call with Mead & Hunt and the FAA later this week to talk about what issues the FAA has with regard to the ALP Update.

7. AGENDA ITEMS FOR AUGUST

1. Airport Maintenance
2. Airport Commission Recording Secretary
3. Airport Business Plan
4. Fuel Tank
5. Airport Monthly Financial
6. ALP Update
7. Mendocino County Airport Land Use Commission

8. COMMISSIONER COMMENTS/STAFF COMMENTS

There was staff/Commission discussion concerning the two proposed lease agreements concerning the former small engine repair building and the area in the North east corner of the Airport. It was noted Northern Sky RV is interested in leasing both areas. The City Attorney will review the lease agreements.

Commissioner Elton commented on the possibility of REACH relocating to the Willits Airport and noted negotiations are continuing so no decision has been made in this regard.

Airport Manager Owen:

- The AOPA is looking to do fly-ins at regional airports and are asking for RFPs from cities. Some of the Ukiah Airport tenants are interested in this opportunity. Staff is looking at whether or not this opportunity is feasible and/or will benefit the Airport. While the AOPA would sponsor a fly-in, associated costs and whether the Airport could accommodate such an event are important considerations that have to be looked at. The AOPA wants to sponsor fly-ins at airports that do not have passenger service. Cannot think of any such airports that are large enough to handle such an event that do not already have passenger service.
- Will look at similar airports that plan to participate in a fly-in in terms of feasibility for the Ukiah Airport.

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9. ADJOURNMENT

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

Cathy Elawadly, Recording Secretary