

UKIAH REGIONAL AIRPORT COMMISSION
September 3, 2013
Minutes

COMMISSIONERS PRESENT

Carl Steinmann
Eric Crane

Dottie Deerwester
Gordon Elton

STAFF PRESENT

Greg Owen, Airport Manager
Ken Ronk, Airport Assistant
Dave Kirch, Lead Equipment Mechanic
Cathy Elawadly, Recording Secretary

COMMISSIONERS ABSENT

Don Albright

OTHERS PRESENT

John Eisenzopf

1. CALL TO ORDER

The Airport Commission meeting was called to order by Vice Chair Steinmann 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 – August 6, 2013

The following changes were made to the minutes:

- Show that Commissioners Deerwester and Elton were absent.
- Include a sentence that reads, 'The regular July Airport Commission meeting was cancelled due to the July 4th holiday.'
- Page 3, line 53, modify sentence to read, 'The City has a history of local companies not able to work with them due to excessive insurance requirements.'

M/S Crane/Deerwester to approve August 6, 2013 minutes, as amended. Motion carried (4-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

5. DISCUSSION/ACTION

5A. Introduce: New Airport Commissioner

Commissioner Elton is pleased to serve as an Airport Commissioner and gave background information related to his education and professional experience/skills.

5B. Jet A Truck Specification

Airport Manager Owen:

- Dave Kirch, Lead Equipment Mechanic for the City of Ukiah is present to discuss the City's requirement for the purchase of a new/used Jet A truck.

Airport Assistant Ronk: Referred to the different makes and models of perspective Jet A trucks for discussion purposes.

Dave Kirch:

- The City of Ukiah must follow California Air Resources Board standards concerning the operation of off-road diesel powered vehicles.

- 1 • The City may continue to acquire new or used diesel powered vehicles that operate with a Tier 2
2 emissions system and/or have an engine newer than model year 2003. These vehicles are
3 allowed to be designated as off-road vehicles.
4 • Vehicles that operate less than 200 hours per year off road can be considered low usage and
5 therefore exempt from any emission upgrade requirements.
6 • Additionally, Mendocino County is considered low population and since the City of Ukiah is
7 classified as a small fleet this lessens the retrofit requirements.
8 • The City is not permitted to add any Tier 2 diesel powered vehicles after calendar year 2022.
9 Accordingly, by calendar year 2029, the City will not be allowed to operate any diesel powered
10 vehicles that are Tier 0 or Tier 1 unless they are designated low usage.
11 • Off-road vehicles receive an 'EIN' number with designated 'green and white lettering' to
12 distinguish as such.
13 • Designated off-road vehicles have to be transported for repairs.

14
15 **Commissioner Crane:**

- 16 • Inquired about the issue of 'diesel particulate filters' (DPF) and how this is viewed/treated, noting
17 he recently attended a retrofit training in Santa Rosa concerning on and off-highway vehicles and
18 was told particulate filters were likely required for City of Ukiah small fleet vehicles.
19

20 **Dave Kirch:**

- 21 • Particulate filters are not necessary for model year 2004 diesel engines.
22 • Confirmed all that is required for the City's fleet at this time is that new or used diesel powered
23 vehicles operate with a Tier 2 emissions system by year 2029.
24 • Asked by what year would particulate filters be required?
25

26 **Commissioner Crane:**

- 27 • Compliance with particulate filters requirements would depend on the fleet and the vehicles types
28 such filters are placed.
29

30 **Dave Kirch:**

- 31 • Related to retrofit requirements, the City's fleet is considered low usage since its off-road vehicles
32 operate 200 hours or less. As such, vehicles that operate under 200 hours and/or considered
33 below usage can still operate because no retrofit is necessary. The same rules apply to on-road
34 vehicles such that if vehicles are below a certain number of hours or miles these vehicles are not
35 required to be retrofitted.
36 • His information from training and education for compliance with emission systems is that vehicles
37 are exempt if they are low usage and the City's fleet must operate at Tier 2 by 2029.
38

39 **Commissioner Crane:**

- 40 • Does the rule of the City's fleet operating at Tier 2 by 2029 include particulate filters?
41

42 **Dave Kirch:**

- 43 • The City's fleet must be compliant by 2029 with Tier 2 emission standards.
44

45 **Acting Chair Steinmann:**

- 46 • The State of California requires a truck be annually smoke tested.
47 • Advised of other rules that pertain to change in fuel for effectiveness of eliminating exhaust
48 smoke emission from vehicles.
49 • Has knowledge the State cannot accurately test the exhaust system on a diesel truck, but can
50 effectively test for particulate matter.
51

52 **Dave Kirch:**

- 53 • The aforementioned rule concerning the testing of exhaust systems does not pertain to off-road
54 vehicles.
55

1 **Commission:**

- 2 • Discussion concerning the State standards for truck emissions and the difficulty of understanding
3 how and when they apply.
4 • Discussion concerning the requirement of particulate filters on trucks with older engines and that
5 newer trucks based on the engine year may or may not require particulate filers.
6

7 **Dave Kirch:**

- 8 • 2004 engines are categorized as Tier 2.
9

10 **Commissioner Crane:**

- 11 • It may be a '04 truck may have a '03 engine.
12 • Pointed out a '08 truck, for instance, with a '07 engine would be classified in the previous year
13 model.
14 • Has observed confusion about compliance with emission standards and classes taught thereof
15 when questioning Airport fleet as a separate entity versus Citywide fleet and how such fleets
16 should be treated in this regard.
17

18 **Dave Kirch:**

- 19 • For emission regulation compliance, it is imperative trucks have a '04 off-road package.
20

21 **Commissioner Crane:**

- 22 • What, in units, is the threshold for off-highway small fleet vehicles?
23 • What is considered the threshold for small fleets in horsepower?
24

25 **Dave Kirch:**

- 26 • The City has approximately 18 vehicle units registered/logged with the State. The City of Ukiah is
27 located in Mendocino County and as such falls into the small fleet category.
28 • Related to small fleets, 2500 horsepower represents the threshold.
29 • A total of 50 horsepower is allowed for off-road vehicles. Vehicles lower than 50 horsepower do
30 not have to be registered. Municipalities with low usage fleet or in low population counties fall into
31 the small fleet category.
32 • The City falls under the small fleet category because it is a municipality having low population and
33 with fleets of less than 2500 horsepower.
34

35 **Commissioner Crane:**

- 36 • Related to green and white versus red stickers for vehicles and compliance with emission
37 standards, if vehicles were to operate out of the attainment zone, a 'red and white sticker' would
38 be required. However, if a vehicle were only to operate in an attainment zone/area, a 'green and
39 white sticker' would be required.
40

41 **Dave Kirch:**

- 42 • City fleet vehicles do have 'red stickers,' but is of the opinion this is unreasonable because the
43 vehicles/equipment such as backhoes and the like will never leave Mendocino County. These
44 'red stickers' need to be replaced with 'green and white stickers.'
45 • It is important when it becomes time to go out to bid for purchase of a Jet A fuel truck that the
46 engine be at least a 2004 model.
47

48 **Commissioner Crane:**

- 49 • It is imperative for the engine model chosen for the truck to know what is required for compliance
50 with emission systems and whether or not a particulate filter is necessary. It is also important to
51 make certain all of this information is in writing.
52

53 **Dave Kirch:**

- 54 • Under the current rules a Tier 2 emission system by 2029 is what is presently required and that is
55 acceptable of an engine model 2004 or older.

1 There was Commission discussion about vehicles having on and off emission switches and the
2 repercussion associated with this type of technology and/or other such technology. A potential fuel truck
3 will never get hot enough to burn-off emission gases. The truck will idle most of the time when fueling so
4 this is when the carbon emissions will occur so it is important the truck comply with Tier 2 standards with
5 consideration of emission standards in the future since another such purchase will not occur for a long
6 time.

7
8 **Commissioner Deerwester** inquired as to the next process for consideration and purchase of a
9 new/used Jet A fuel truck.

10
11 **Airport Manager Owen:**

- 12 • The Airport will go out to bid for a new/used truck and will work on a specification that will be
13 reviewed by the Commission and Dave Kirch to make certain the truck complies with Tier 2
14 emission systems for City fleet.

15
16 **Commissioner Crane:** Recommends the truck specification be reviewed by emission experts as a
17 precautionary measure. It may be also that those teaching emission classes could be mistaken about the
18 need for particulate filters and/or retrofit requirements, particularly for vehicles of Tier 2 classification or
19 low usage.

20
21 **Dave Kirch:**

- 22 • Again, Mendocino County is considered low population and the City is classified as a small fleet
23 which lessens the retrofit requirements. The City cannot add any Tier 2 diesel powered vehicles
24 after calendar year 2022. All that is required by 2029 is that City fleets have Tier 2 emission
25 systems and by 2029 all diesel powered vehicles that are Tier 0 or Tier 1 would not be allowed to
26 operate unless they are designated low usage. Low usage pertains to vehicles that operate less
27 than 200 hours per year off-road. The Jet A truck needs to be able to operate within these air
28 quality standards.
29 • Will review the regulations concerning the possible need for particulate filters as a retrofit
30 requirement for off-highway diesel operating vehicles and/or for other unanswered questions that
31 might involve or concern emission systems and compliance thereof.

32
33 There was other discussion about how emissions occur, what happens when to vehicles that idle or are
34 not able to burn off certain engine emissions, and how these issues are best being addressed and/or
35 possible other solutions.

36
37 **5C. Airport Commission Chair and Vice Chair Appointment**

38
39 **Commission** discussion whether or not to proceed with the election of Chair and Vice Chair with
40 Commissioner Albright absent.

41
42 **M/S Deerwester/Crane** to nominate and elect Carl Steinmann as Chair of the Airport Commission.

43
44 **Acting Chair Steinmann** accepted the nomination.

45
46 The aforementioned motion carried (4-0).

47
48 **M/S Deerwester/Crane** to nominate and elect Gordon Elton as Vice Chair of the Airport Commission.

49
50 **Commissioner Elton** accepted the nomination.

51
52 The aforementioned motion carried (4-0).

53
54 **6. REPORTS**

55 **6A. F.A.A. Grant ALP Update**

1 **Airport Manager Owen:**

- 2 • The FAA has approved the grant application and the City has accepted the grant offer to
3 complete an ALP Update.
- 4 • The Airport Layout Plan (ALP) is basically a scaled map of the Airport that shows all future
5 development.
- 6 • The ALP must be updated by the FAA before grant funding can be appropriated for improvement
7 projects at the Airport.
- 8 • The Airport has no shovel ready projects at this time. The FAA likes 'shovel ready' projects.
- 9 • Once the ALP has been updated, the next step in the improvement process would be to design a
10 runway rehabilitation plan for construction and realignment of the runway.
- 11 • As part of the ALP update the process will include looking at what the Airport presently has and
12 what changes need to be made for compliance with FAA rules and regulations. As such, the
13 Airport has a non-standard taxiway the FAA would like to change to a standard runway.
14 Additionally, the FAA would like to reduce the width of the runway by 50 feet that would lessen
15 maintenance and associated costs for repairs/upkeep as well as eliminate 585 feet of the in-line
16 taxiway (Displaced Threshold) located at the north end of the runway.

17
18 **Commissioner Crane:**

- 19 • Related to reducing the width of the runway by 50 feet that according to the Airport consultant the
20 FAA does not favor abandoning asphalt on a runway is of the opinion the matter can be
21 negotiated and dealt with adequately.
- 22 • The consultant will review any proposed changes as will the Commission and Council.
- 23 • Is of the opinion if the 585 feet of runway had been called the Displaced Threshold in the first
24 place rather than in-line taxiway there might not be a FAA problem.

25
26 **John Eisenzopf:**

- 27 • Does not support the concept of potentially losing the in-line taxiway because it is essential to the
28 Airport and for use by pilots.

29
30 **Airport Manager Owen:**

- 31 • The Airport consultant in reviewing certain changes to the ALP will be constrained by what the
32 FAA says the Airport can or cannot have.
- 33 • Is not supportive of losing the 'Displaced Threshold' and is hopeful he will be successful in getting
34 the 585 feet back.
- 35 • Maintaining the 585 feet means demonstrating to the FAA the importance of its existence to
36 Airport users. Much of the necessity for maintaining this in-line taxiway area has to do with the
37 approach made by pilots coming into the Airport such that when Hastings Road was constructed
38 this made 'the approach' by aircraft coming into the Airport too close and this is the reason this
39 area was relocated in the first place.
- 40 • The FAA wants the Airport to abandon the existing taxiway area on the north end of the Airport
41 which would shorten its length.

42
43 There was Commission discussion concerning the 585 feet of runway called the Displaced Threshold at
44 the north end of the Airport that is not supposed to be used for landings or take-offs. The way this works
45 now is pilots taxi down to the end and do their 'run-up' and then turn out on what looks like a runway but
46 is really called an in-line taxiway.

47
48 **Acting Chair Steinmann:**

- 49 • The Ukiah Municipal Airport was substantially improved during World War II to accommodate
50 transport bombers and is of the opinion the Airport should stay the way it is. The more the City
51 encroaches, the more there is the potential to lose more area.

52
53 **Commissioner Deerwester:**

- 54 • The bottom line/objective then is to keep that 585-foot strip and not have it taken away.
- 55

1 **Acting Chair Steinmann:**

- 2 • Once the area is taken away, the Airport will never get it back.
3

4 **Commissioner Crane:** Is of the opinion the 'FAA Grant ALP Update' and potential resulting changes to
5 the Airport should be a discussion/action item rather than a report item going forward so the Commission
6 has the opportunity to make recommendations based on what the Commission finds.
7

8 **6B. Airport Maintenance**

9 **Airport Manager Owen:**

- 10 • Some slurry sealing will be done at the Airport in and around the hangar areas. The bids for slurry
11 seal work came in much lower than anticipated. Low bid came in at \$30,000.
12 • The City Corporation Yard has a crack seal machine and is hopeful the Airport can use this
13 machine for the repairs.
14

15 **Commissioner Crane:**

- 16 • In addition to crack sealing problems there is uneven settlement in and around the hangars as
17 well as other issues.
18

19 **Airport Manager Owen:**

- 20 • Is hopeful the slurry seal project will be completed next month. It may be that other repairs will not
21 get done this year.
22 • Essentially, there will be 20,000 square yards of slurry sealing done at a cost of \$30,000 and this
23 cost is very reasonable.
24 • The slurry seal project will likely be completed in one day that will include 'yellow restriping.' Re-
25 doing of the tie-down striping is not part of the project. City staff will do the striping for the tie-
26 downs.
27

28 **Commissioner Crane:**

- 29 • Asked about protective measures to be taken to protect the hangars from getting tar on them
30 during the crack sealing and slurry sealing process.
31

32 **Airport Manager Owen:**

- 33 • Will consult with the company doing the slurry sealing about what measures will be taken to
34 protect the buildings.
35 • The hangars will be swept clean to prepare for the slurry seal work.
36

37 **John Eisenzopf:**

- 38 • Inquired if there are plans to seal the inside of the hangars to keep them drier during the rainy
39 season? Views water coming into hangar as a significant problem that causes moisture damage
40 and corrosion to his aircraft. Tenants rent hangars to have their aircraft protected. Does not see
41 that hangars are being properly and/or routinely maintained.
42 • Recommends formulating scheduled maintenance and maintenance check-off lists for hangars to
43 make certain maintenance on hangars is performed regularly and as necessary.
44 • Asked about what occurs when hangar doors need to be repaired?
45 • Expressed particular concern about the gate located by Calfire that has not been oiled for some
46 time emphasizing this as an example of how poor the maintenance work is at the Airport
47 specifically calling out that Airport Manager Owen is 'obviously' not doing his job properly by not
48 paying attention at all to maintenance and maintenance issues at the Airport.
49

50 **Airport Manager Owen:**

- 51 • Sealing the inside of the hangars is not part of the slurry seal project.
52

53 There was general discussion about measures that have been taken to seal hangars that effectively has
54 worked.
55

1 **Commissioner Crane:**

- 2 • Related to hangar maintenance problems, some of the hangars were not constructed correctly
3 such as the port-a-ports, have gone beyond their useful life, were not properly placed on pads so
4 water is able to come through and other problems.
5 • Cited preventative measures that can be taken to reduce excess water from going in hangars.
6

7 **Airport Manager Owen:**

- 8 • Related to maintenance and problems with hangar doors, a garage door company came last
9 week to do some adjustment to doors. Staff will be talking to another company about repairs and
10 preventive maintenance measures that can be done to the doors. Staff does preventative
11 maintenance.
12

13 **Acting Chair Steinmann:**

- 14 • The hangar facilities will draw-in condensation no matter the level of maintenance performed.
15

16 **Commissioner Crane:**

- 17 • The hangars are not insulated and/or properly ventilated.
18

19 **John Eisenzopf:**

- 20 • Airport staff does not have a routine maintenance schedule in place for buildings and facilities,
21 citing again a gate that is in need of being oiled and questioned why such obvious maintenance
22 on facilities is not being done. The T-hangars are also not getting any better maintenance.
23 • Has observed and expressed concern there is no scheduled maintenance for hangars, fixtures
24 and/or for any other facility on the Airport. There are no maintenance checklists or records kept of
25 maintenance being done to Airport facilities, noting staff is very lackadaisical in this regard and
26 considers this is to be very poor practice on the part of staff.
27 • Supports having a preventative maintenance plan in place.
28

29 **Commissioner Deerwester:**

- 30 • Inquired whether the Airport has a general airport maintenance schedule?
31

32 **Commissioner Elton:**

- 33 • Asked that public member Eisenzopf refrain from derogatorily pointing a finger at Airport staff
34 concerning maintenance issues and noted comments would be far more useful/constructive if
35 done with a positive approach.
36

37 **Commission:**

- 38 • Current staff inherited many problems concerning buildings and facilities that were already
39 assessed/considered in poor condition where maintenance either could not be done or was not
40 done for one reason or another and this includes the runway and the condition thereof.
41 • We are working on getting funding for runway rehabilitation.
42

43 **Airport Assistant Ronk:** There are times when the Airport has been under-staffed so completing
44 maintenance at the Airport is sometimes problematic. Also, having part-time employees does not allow for
45 maintenance to get done. Is hopeful with a 32-hour maintenance person that more maintenance-related
46 work can be completed and timely.
47

48 **Commissioner Deerwester:**

- 49 • Recognizes that while maintenance is continually done at the Airport emphasized the importance
50 that such maintenance is documented as to date and what work was done for record keeping
51 purposes.
52 • Noted hangar maintenance has been a reoccurring issue for a long time and inquired about what
53 hangars are specifically the most problematic.
54 • Recommends having a maintenance plan and checklist in place. Maintenance and maintenance
55 issues need to be reviewed by the Commission.

- 1 • Suggests agendizing ‘Airport Maintenance’ for Commission discussion about formulating a plan
2 to more fully address maintenance issues at the Airport.
3

4 **John Eisenzopf:**

- 5 • The port-a-port hangars particularly have many maintenance problems.
6

7 It was noted the Airport has a maintenance sub-committee comprised of two Airport Commissioners that
8 discuss/review maintenance and maintenance/repairs issues at the Airport.
9

10 **Commissioner Crane:**

- 11 • As a maintenance sub-committee member, invited Mr. Eisenzopf to participate in the discussions
12 concerning maintenance issues at the Airport and/or specific issues that Mr. Eisenzopf may
13 have.
14

15 **Acting Chair Steinmann:**

- 16 • Is of the opinion no public member has the right to ‘throw darts’ at the Airport staff or the Airport
17 when everything maintenance-wise in this facility is same as it was 30 years ago. The Airport
18 has the same slurry seal and hangars problems due to the weather. It is not staff’s problem.
19

20 **Commissioner Crane:**

- 21 • A public member has the right to say what he/she wants. While Mr. Eisenzopf has some very
22 valid points, acknowledged he exercised poor judgment when addressing the Commission
23 about maintenance issues and the lack thereof citing Airport Manager Owen as the reason.
24 • Acknowledged there are maintenance items the Airport is behind on and Airport staff should be
25 given credit for recognizing maintenance issues and for being aware of the maintenance issues
26 they are behind on.
27 • To the contrary relative to Mr. Eisenzopf’s comments has observed that current staff has been
28 instrumental in orchestrating and completing many maintenance/repair projects to hangars,
29 taxiways, and other facilities that includes repair/upgrade to the Airport drainage system.
30 Accordingly, has observed there has been a change in the level of maintenance since Airport
31 Manager Owen has been in charge of the Airport with many repairs/improvements made to
32 facilities/structures.
33 • Has observed ‘a whole lot’ of maintenance was being deferred before Airport Manager Owen
34 came onboard.
35

36 There was general Commission discussion how best to proceed with formulating a better system to
37 document and plan for maintenance at the Airport as well as how to address some of the hangar
38 maintenance problems.
39

40 **Airport Manager Owen:**

- 41 • Tenants have the option of making repairs to hangars/facilities by consulting with staff about the
42 project and possibly getting a rent reduction for the cost of the repair/improvement(s).
43 • Understands many of the hangars are in fair, poor, very poor condition, but the City is not in a
44 financial position to just simply replace them with new or newer hangars. This would have to be a
45 budget consideration.
46 • It may be the port-a-port hangars could be relocated/place on pads that are above ground such
47 that water does not flow through during the winter months.
48

49 **Airport Assistant Ronk:**

- 50 • The Airport does not specifically document every little maintenance work done on a facility. The
51 larger projects or those projects that are grant funding appropriated have documentation.
52 • Typically what occurs is a tenant/person informs staff that a facility needs special maintenance
53 attention.
54 • Staff pays attention to maintenance needs of buildings and facilities at the Airport. Staff has oiled
55 the gate located by Calfire.

1 **Commissioner Deerwester:**

- 2 • The matter of relocating the port-a-port hangars has been a topic of discussion before.

3
4 The Airport Commission would like to further discuss hangar maintenance and other maintenance issues
5 at the Airport.

6
7 **6C. 100 LL Self Fuel Tank**

8 **Airport Manager Owen:**

- 9 • This agenda item has been essentially a placeholder item. Staff is currently reviewing this matter
10 and getting more information.
11 • Having a 100LL self-fuel facility would allow for 24-hour fuel sales.

12
13 **Commissioner Deerwester:**

- 14 • Questioned the minutes of June 4, and the statement, 'Airport users have indicated they do not
15 prefer to give up the Avgas fueling truck service' and what was meant by this statement.

16
17 **Airport Assistant Ronk:**

- 18 • While the intent is to have a self-fueling facility especially for after-hours service, there are airport
19 users that prefer the truck service and would like this service to stay.
20 • The objective for purchasing a 100LL Self Fuel Tank is to increase the fuel capacity for Jet-A fuel
21 rather than share tank space with 100LL fuel. It will also extend the life of the 100LL fuel truck, in
22 which this service will eventually be phased out.
23 • The new facility would allow fuel to be available 24 hours.

24
25 **6D. Airport Land Use Zoning District Regulations**

26
27 **Airport Manager Owen** provided the Commissioners with a copy of the Airport Land Use Zoning District
28 Regulations.

29
30 Commission requested the document include a map that shows the different designated zoning areas.

31
32 **Airport Manager Owen** will consult with Senior Planner Jordan about the aforementioned request.

33
34 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING**

- 35 1. Airport Maintenance as a discussion/action item and Maintenance sub-committee report.
36 2. Self-fueling facility
37 3. Quiet Flying/Noise Abatement Brochure update
38 4. Budget - Fuel Sales
39 5. Landscaping committee update
40 6. Airport Land Use Zoning District Regulation Map update
41 7. ALP update

42
43 **Commissioner Elton** explained how 'actuals' can be treated in terms of posting a monthly version of the
44 financial report as opposed to a quarterly report, particularly for fuel sales that can be used for
45 comparison purposes.

46
47 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

48 **Staff:**

- 49 • Advised there have no complaints regarding Calstar.
50 • Trees that are located off-site in the flight path will be trimmed.

51
52 **Commissioner Crane** advised the Airport has an automated local wind and weather conditions reporting
53 system which at the end of this information contained a message about noise abatement and quiet flying.
54 Per FAA rules, the Airport can no longer provide this information.

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Staff:

- Judy Pruden will help with landscaping on the Airport side.

Commission discussion about the improvements being made at the Santa Rosa airport and the potential benefits connected as a result.

Commissioner Deerwester:

- As part of a county to county nationwide program the South Ukiah Rotary Club is sponsoring what is called 'an honor flight' that takes ambulatory veterans from WWII and Korea to Washington DC to see the monuments. It is a three-day event with all expenses paid. All 'caregivers' for these veterans must pay their own way. A veteran cannot be non-ambulatory. A fund raiser and silent auction for this event will be in early October.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 7:54 p.m.

Cathy Elawadly, Recording Secretary