

UKIAH REGIONAL AIRPORT COMMISSION
October 1, 2013
Minutes

COMMISSIONERS PRESENT

Carl Steinmann
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

John Eisenzopf
Darryl Hudson

1. CALL TO ORDER

The Airport Commission meeting was called to order by Vice Chair Elton 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 – September 3, 2013

The following changes were made to the minutes:

- Page 2, line 16 change term 'particulate filters' to 'diesel particulate filters' (DPF).
- Page 2, strike lines 29 and 30.
- Page 3, line 25, insert comas, 'What, in units,
- Page 3, line 40, change term 'red sticker' to 'red and white sticker.'
- Page 3, line 52, begin sentence with 'It is
- Page 5, line 41, substitute 'displaced' with 'relocated.'
- Page 5, line 51, revise sentence to read, 'The Ukiah Municipal Airport was substantially improved during World War II to accommodate.....'
- Page 7, line 44, add a sentence to read, 'We are working on getting funding for runway rehabilitation.'
- Page 8, lines 1, 2, & 3, revise sentence to read, 'Recommends having a maintenance plan and checklist in place. Maintenance and maintenance issues need to be reviewed by the Commission.'
- Page 10, line 6, sentence to read: 'Staff: Judy Pruden will help with landscaping on the Airport side.'

M/S Crane/Deerwester to approve September 3, 2013 minutes, as amended. Motion carried (3-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

5. DISCUSSION/ACTION

5B. Jet A Truck

Airport Manager Owen:

- Referred to the truck specification document for the truck staff and the Commission have been looking at. Staff is interested in pursuing the purchase of this particular truck.
- It is very important the truck being considered for purchase meet Tier 2 regulation standards concerning carbon monoxide emissions. A truck meeting Tier 2 standards is supposed to be compliant until 2029. However, State regulators of emission standards continue to change rules/regulations such that staff finds it difficult to understand what is exactly the rule with regard to carbon dioxide emissions for diesel trucks because for each inquiry a different answer results.

- Dave Kirch, lead mechanic for the City, is of the opinion the proposed truck would meet the needs of the Airport. It is a Tier 3 truck. All that is required is the new/used truck be Tier 2 compliant by 2029. Tier 3 means the truck would be compliant with State standards for quite a while.
- Is working with the City purchasing department to finalize the specification.
- The purchase of a Jet A truck was budgeted for and confirmed the purchase price is within \$500 of the money allocated in the budget for the truck.
- Would like the Commission's input regarding the specification.

Airport Assistant Ronk:

- The existing Jet A fuel truck is a 1989 or 1990 model. Recalls that the truck was first leased until it was purchased outright. The same scenario occurred for the existing 100LL fuel truck.

Commission comments:

- A Tier 3 truck is worthwhile, particularly since state 'CARB' regulators are not clear what the rules/regulation are regarding carbon monoxide emissions for diesel trucks.
- It may be that Tier 2 trucks are not compliant until 2029.

M/S Crane/Deerwester acknowledge the continued seeking of a truck similar to the sample specifications as presented. Motion carried (3-0).

5C. Budget 2013-14

Airport Manager Owen:

- Referred to the fuel invoice information and corresponding monthly cost/revenue comparison spreadsheet for fiscal year 2012-13 and 2013-14 relative to Jet A and AvGas, noting the cut-off fuel information for Fiscal year 2013-14 is August.
- Referred also to the Flexible Period Report concerning the Airport Fund and Airport Operations under the City's new financial software system and asked the Commission to review it.

Vice Chair Elton:

- Referred to the budget information and noted where it shows 'From 2014 01 to 2014 02' 01 is representative of July as being the first month of the fiscal year and August being the second month. The information is essentially a two-month report because this is how the new software program operates.

Airport Manager Owen:

- Recalled the AS400 City financial system stopped operating as of November 2012.

Commissioner Crane:

- Does the new financial software system run parallel to last year's financial data under the AS400 software program?
- Asked about any overlapping of data between the two systems if both were running concurrently? As such, related to tracking of data is it possible to look back at the same report from the previous year?
- Finds it beneficial to be able to look at data from the previous years.
- Does the Commission want to see comparison reports concerning the Airport funds monthly or quarterly?

Vice Chair Elton:

- Having knowledge about the operation of the old and new financial system as the City's former Finance Director confirmed the old financial system ran parallel with the new system for a short period of time.
- It is possible to look back at the same report from the previous year in terms of tracking Airport funds except for possible problems with the data as it transitioned and/or reloaded from the former AS400 financial system to the new system (Tyler Munis) where corrections were made in later months. After the transition to the new system last year, most of the corrections were made

1 as of November 2012. A more reasonable approach concerning comparison of data from that of
2 the old financial system to the new would be to do this mid-year after the data has been posted,
3 updated and/or corrected.

- 4 • Suggested if the Commission is interested in data comparison to ask the City Finance
5 Department about a specific version of the report that has a 'prior year actual' on it and whether
6 this would be a year-to-date actual or a total for the fiscal year.
- 7 • His preference would be to see comparison reports monthly.

8
9 **Commissioner Crane:**

- 10 • Moving forward it would be beneficial to have whatever the best previous year
11 information/financial version concerning Airport funds that is available.

12
13 **Airport Manager Owen:**

- 14 • It may be that getting the most current data regarding financials is not possible because the data
15 has not been updated and/or specific corrections made.

16
17 **Vice Chair Elton:**

- 18 • It is possible to get current data because each month's data was transferred accordingly by
19 account into the new financial system. In the beginning there were issues with accounts when the
20 conversion from the old to the new financial system took place that have or are being worked out.
- 21 • Looking at the Flexible Period Report regarding revenues, noted the 'Total Airport Fund' is 14.6%
22 of the annual budget that is below 'a pro-rata share' for this year.

23
24 **Airport Manager Owen:**

- 25 • Acknowledged the reason revenue is below anticipated budget is due to a low fire season
26 compared to last year. Calfire came to the Airport in May expecting this year to be a big fire
27 season, which turned out not to be the case.
- 28 • Last year from July through September, the Airport sold 127,000 gallons of Jet A fuel.
29 Comparatively, this year in the same timeframe, the Airport sold 48,000 of Jet A fuel. The year-
30 to-date figures do not yet reflect this information because September just ended yesterday.

31
32 **Commissioner Crane:**

- 33 • It is possible to adjust the actual since this year was not a good fire season where the revenues
34 are down and while a lot more revenues were anticipated, the expenditure side was also down in
35 this regard because the Airport did not purchase the fuel that would be needed for a big fire
36 season. To this end, it might be beneficial to adjust the actual.

37
38 **Airport Manager Owen:**

- 39 • The actuals related to fuel will be adjusted.

40
41 **Vice Chair Elton:**

- 42 • A budget amendment can be done if the amount to be adjusted is significant enough.
- 43 • To adjust low fuel sales (revenue) to offset a drop in fuel costs for purchase (expenditures) may
44 not be necessary until later on in the fiscal year.
- 45 • Related to prior year figures, recommends the report concerning the Airport Fund also provide for
46 a year-to-date column so as to see what the year figures are as of the end of August 2012, for
47 instance, in order to compare these figures the current year figures for August.
- 48 • Acknowledged that last year fuel figures were much different because it was a good fire season
49 and not a good fire season this year where the budget reflects low fuel sales comparatively.

50
51 The Commission further discussed the data concerning fuel sales and gallons that Airport staff formulated
52 for tracking and comparison purposes.

53
54 **6. REPORTS**

55 **6A. 100LL Self-Serve Tank**

1 **Airport Manager Owen:** Nothing new to report at this time.
2

3 **6B. Noise Sub-Committee**
4

5 **Airport Manager Owen:**

- 6 • Noise Sub-Committee did not meet; Nothing new to report at this time.
7

8 **6C. Landscape Sub-Committee**

- 9 • Landscape Sub-Committee did not meet; Nothing new to report at this time.
10

11 **Chair Steinmann** was present at 6:38 p.m.
12

13 **5A. Airport Maintenance**

14 **Airport Manager Owen:**

- 15 • The Airport Maintenance sub-committee met on Thursday, September 26. Is of the opinion the
16 meeting was productive.
- 17 • Airport Assistant Ronk will report on maintenance matters and how this will be handled differently.
- 18 • Getting information out to Airport users so they are appropriately informed is important. As such,
19 has formulated a newsletter to assist with keeping people informed about airport-related topics.
- 20 • On September 13, approximately 20,000 sq. yds. of hangar was slurry sealed. Striping of that
21 area will be completed on September 27, 2013.
- 22 • Staff has contacted Vortex Doors out of South San Francisco and is scheduling them to perform
23 maintenance on the port-a-port doors. This company specializes in port-a-port doors. Would like
24 Vortex Doors to look at as many port-a-port doors as possible. The doors of these hangars will be
25 inspected, lubricated, and repairs made where necessary. If repairs cannot be made right at the
26 moment, the repair person will advise what needs to be done to facilitate that repair.
27

28 **Airport Assistant Ronk:**

- 29 • Prepared a document that outlines how the hangars will be checked for repairs that also includes
30 a checklist.
- 31 • Moving forward, a checklist will be made for each of the tenants so that a record will be available
32 regarding the hangars as to what needs to be repaired, what repairs have been made as tenants
33 move out and new tenants come in. The hangars will be checked at least once a year and
34 documented accordingly. The back of the checklist is where problems/issues are documented
35 along with the date when the corresponding repairs were made.
36

37 The Commission approved of this procedure.
38

39 **Subcommittee member/Commissioner Crane** noted a drive-around was conducted to look at some of
40 the taxiways and runways. There are some substantial issues with the south taxiway and there was
41 committee discussion how and what repairs need to be made.
42

43 **Airport Manager Owen** noted City Streets Supervisor will tabulate the costs involve with making repairs
44 to taxiways/runway for force accounting purposes. Streets Supervisor Whitaker is of the opinion the City
45 will be unable to make the repairs because the costs would be too high. It may be City Street crews can
46 do one of the repairs but not all of them.
47

48 **Commissioner Crane** would like to see at least one or two of the repairs identified completed by City
49 crews and go out for bid for the other repairs. It is imperative that the repairs are made.
50

51 There was Commission discussion about allowing/encouraging possible volunteer work on the Airport. It
52 was noted there are a variety of issues that goes along with volunteer work.
53

54 The Commission proposed changes to the newsletter.
55

1 **John Eisenzopf:**

- 2 • Attended the Airport Maintenance sub-committee meeting and had no comments at this time.
3

4 **Airport Assistant Ronk** will explain the hangar maintenance program to Mr. Eisenzopf.
5

6 There was a general discussion about the City's new website, how to navigate around and what topics
7 could be added to the Airport section, such as the names of commissioners that serve on the Airport
8 Commission.
9

10 **7. AGENDA ITEMS FOR NEXT MONTH**

- 11 • Airport Budget
12 • Jet A truck purchase
13 • Airport Maintenance update
14 • Update on repairs to port-a-port hangar doors by Vortex Doors
15 • Airport Business Plan
16 • 100LL Self Fuel Tank
17 • Landscape sub-committee
18 • Noise sub-committee
19 • Grant update
20

21 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

22 **Commissioner Deerwester:**

- 23 • There is a fund raiser for the Honor Flight for WWII veterans on Saturday, October 5 at Barra
24 Winery.
25 • Asked about the tenant interested in leasing the northwest corner of the Airport.
26

27 **Commissioner Crane** and his father are donating a flight to auction off as part of the fund raiser for the
28 WWII veterans trip to Washington DC.
29

30 **Airport Manager Owen** reported the tenant is no longer interested in leasing the northeast corner.
31

32 **Commissioner Crane:**

- 33 • Related to encroachment of equipment, vehicles, materials by the City Public Works and Electric
34 Departments on the northeast corner of the Airport that the Airport desires to lease would like to
35 draft a letter to Council regarding removal.
36

37 **Vice Chair Elton:** It may be beneficial to invite the City Public Works Director to a Commission meeting
38 to address public works use of the northeast corner.
39

40 The Commission recommended first agendizing the Northeast corner for discussion to consider drafting a
41 letter to Council about encroachment of this site by City Public Works, Electric and other City
42 Departments.
43

44 **9. ADJOURNMENT**

45 There being no further business, the meeting adjourned at 7:10 p.m.
46
47

48 _____
49 Cathy Elawadly, Recording Secretary
50