

**UKIAH REGIONAL AIRPORT COMMISSION
OCTOBER 6TH, 2015
Minutes**

COMMISSIONERS PRESENT

Randal Beckler, Vice Chair
Don Albright
Eric Crane

STAFF PRESENT

Greg Owen, Airport Manager
Ken Ronk, Airport Assistant / Recording Sec.

COMMISSIONERS ABSENT

Gordon Elton, Chair

OTHERS PRESENT

Scott Willoughby

1. CALL TO ORDER

The Airport Commission meeting was called to order by Vice Chair Beckler at 6:13p.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 1st, 2015

- Motion made by Commissioner Crane and 2nd by Vice Chair Beckler for approval of Sept. 1st, minutes.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

- Scott Willoughby introduced himself as a county resident and local pilot that has a hangar at the airport. Interested in the Airport Commission and how they are conducted and would be interest in serving on the commission.

5. DISCUSSION/ACTION

5A. Budget 2015-16

Airport Manager Owen:

- In your package under Airport Allocation Charges I've broke down the last three budget years for account number 77725200-61100 - 2013-14, 2014-15, and 2015-16. This area has been a big concern with the Airport Commissioners for years. The 2013-14 budget was \$105,983.96 then the 2014-15 budget went down to \$74,431.50 this is when the new Finance Director took over and it looks like something did not get charged that year because in the 2015-2016 budget the total is \$109,771.00 more in line with the 2013-2014 budget. Starting in the 2014-15 budget the finance director now breaks down all the allocations into their different departments instead of one lump sum as in previous years.

Airport Commissioners:

- Likes having current year budget and the previous two years to compare to.

5B. Airport Maintenance

Airport Manager Owen:

- The City Parks Department has taken over the care of all the trees around the airport. The trees along State Street and the airport fence have all been trimmed up really nice. With the city Parks department taking over that job they can have a whole crew trim all the trees in a couple days compared to us taking several weeks to do the job.
- Slurry work will start Monday Nov. 12th. The area around the Calfire aircraft and both parking lots will get sealed.

1 **5C. ALP Update**

2 **Airport Manager Owen:**

- 3 • The ALP should be signed by the FAA by the end of this month; it's been a long 3 year process.
4 Once we receive the signed ALP we can get in line for funds for the design work for the airport
5 runway overlay project.
6 2016 – Design project
7 2017 – Construction, right now the FAA is talking doing the project over 3 years.
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9 **5D. Noise Abatement**

10 **Airport Manager Owen:**

- 11 • This is our semiannual Noise Abatement Report. This year we've had two calls about excessive
12 noise early in the morning. The callers left a message on the answering machines with no return
13 information available to call them back so no documentation was taken down.
14

15 **Airport Assistant Ronk:**

- 16 • Has received calls from citizens concerned about the noise early in the morning or late at night.
17 After talking to them about Calstar's helicopter and what they are doing they did not want to file a
18 complaint they don't have a problem as long as its legitimate emergency calls.
19

20 **Airport Manager Owen:**

- 21 • There are Noise Abatement Procedures fliers available inside the Administration building and we
22 do request the pilots follow the procedures.
23

24 **5E. Airport Business Plan**

25 **Airport Manager Owen:**

- 26 • It was request that we start working on the Airport Business Plan again; it's been on the shelf for
27 a while due to other projects. When we first started working on the Airport Business Plan we set
28 up a mission statement and the first four statements. I would like to bring this back next month
29 with more information so we can proceed with a better outline of what we want.
30

31 **Chair Elton:**

- 32 • Present at 6:50pm
33

34 **REPORTS**

35 **6A. Airport Monthly Financial**

36 **Airport Manager Owen:**

- 37 • September was an okay month not as big as we would have liked. Most of the fires in Lake
38 County had the tankers operating out of Santa Rosa due to the being 3 minutes closer.
39

40 **Commissioner Crane:**

- 41 • Asked about the new column for process fees.
42

43 **Airport Manager Owen:**

- 44 • This is a new line this year that we added so that we can monitor how much the processing fee
45 on the credit cards cost. Before the processing fees just came out at the bottom net income and it
46 was hard to tell for sure how much we actually should receive from the credit card companies.
47 Now we know to the dollar how much they need to pay us.
48

49 **6B. B-17**

50 **Airport Manager Owen:**

- 51 • The B-17 came into the Ukiah Airport on Sept 16th the next day they gave a media flight. During
52 their stay they had the Honor Guard come out and welcome 20 WWII vets for their free ride on
53 the B-17. The EAA was very happy with the turn out with 76 people getting rides just 2 short of
54 their visit 2 years ago. The EAA was thrilled with the support that the newspaper and the

1 community showed for them. The EAA has been restoring a B-25 that they plan on flying to their
2 events and they are going to plan Ukiah as a regular stop.
3

4 **6C. Fuel Tank**

5 **Airport Manager Owen:**

- 6 • We have a new spec out for the new 100LL Avgas self serve tank that the Purchasing
7 Department will be sending out. On our last spec we had included too much information and
8 some information that pertained to just Jet fuel. We feel that this new spec should come in a lot
9 lower than the previous bids.
- 10 • We have picked up the Jet fuel skid that we purchased and we plan on trying to hook it up this
11 winter.

12
13 **7. AGENDA ITEMS FOR FEBRUARY**

- 14 1. Airport Maintenance
- 15 2. ALP Update
- 16 3. Airport Business Plan
- 17 4. Airport Monthly Financial

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19 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

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21 **Airport Manager Owen:**

- 22 • This past week we had the old pictures that were haphazardly place around the office scanned
23 and then reprinted and framed. Know people can enjoy pictures of the old Airshows that Ukiah
24 used to have.

25
26 **Airport Assistant Ronk:**

- 27 • In Sept. at the ACA Conference (Associates of California Airport) we had a few very good
28 subjects. The most interesting one is about an alternative to the 100LL fuel. The EPA has been
29 pushing for an unleaded fuel product. All GA pilots should monitor this requirement because right
30 now we do not have an alternate fuel that can meet the requirement that 100LL has.
- 31 • One of our local pilots from Willits along with 11 other aircraft will be flying into Cuba this
32 weekend. It is the first time that Cuba has allowed GA aircraft to land there in over 60 years?

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35 **9. ADJOURNMENT**

36 There being no further business, the meeting adjourned at 7:36p.m.

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Kenneth Ronk, Recording Secretary