

UKIAH REGIONAL AIRPORT COMMISSION
October 7, 2014
Minutes

COMMISSIONERS PRESENT

Gordon Elton, Vice Chair
Eric Crane
Don Albright

STAFF PRESENT

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

COMMISSIONERS ABSENT

Carl Steinmann, Chair

OTHERS PRESENT

Randel Beckler

1. CALL TO ORDER

The Airport Commission meeting was called to order by Vice Chair Elton at 6:00p.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 2, 2014

M/S Crane/Albright to approve September 2, 2014 minutes, as submitted. Motion carried (2-0) with Commissioner Crane abstaining.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

5. DISCUSSION/ACTION

**5A. Mendocino County Airport Land Use Commission
Airport Manager Owen:**

- The Airport Commission discussed and made a recommendation to City Council at the last regular Commission meeting concerning the vacancy that has occurred on the Mendocino County Airport Land Use Commission (ALUC).
- City Council wanted more time to allow for other persons to apply for the vacancy position on the ALUC.
- At this time is aware of only two persons that are interested in serving on this Commission and they are Dottie Deerwester and Randel Beckler
- Staff is requesting the Airport Commission make a recommendation to Council on the selection of one person to fill the current vacancy.

Randel Beckler:

- Is interested in serving on the ALUC and Airport Commission and addressed some of the reasons why he would like to be a participant.

Commissioner Crane:

- The primary purpose of the ALUC is essentially to conduct airport land use compatibility planning relative to land immediately around but not necessarily including the airport facilities. The ALUC meets to review the County airport land use guide for those projects that seeking an exception.
- Noted Mendocino Airport Land Use Commission is the only body in the State that requires a proxy.
- The ALUC has seven members, three of which are selected by the City Selection Committee that is comprised of Mayors from the Cities of Ukiah, Willits and Little River. Related to the seven members, three are Planning Commissioners, three are representative of the three cities in Mendocino County that have airports, and one member is appointed by the other six members.

- Preference would be the person wanting to serve on the ALUC should also serve on the Airport Commission.
- The ALUC typically only meets once or twice a year.

The Commission discussed their recommendation of Dottie Deerwester to City Council to serve on the ALUC related to proceeding with another recommendation to Council in this regard.

Vice Chair Elton noted Dottie Deerwester has indicated she would be willing to serve but if an alternate person was also willing to serve she would be fine with this person serving in place of her.

M/S Crane/Albright to recommend City Council recommend Randel Beckler to the City Selection Committee to serve on the ALUC. Motion carried (3-0).

5B. Airport Maintenance

Airport Manager Owen:

- Is pleased to have the Building/Maintenance staff person back from medical leave.
- Due to drought conditions, the Airport lawn areas have not been watered. As such, staff maintenance found a non-toxic, environmental safe product that is sprayed on to restore the green appearance.
- Slurry seal of the paved areas from the Ashiku hangar north to FedEx will be done shortly. Staff has a maintenance plan for other areas both land and airside slated for slurry seal. The intent is to maintain a slurry seal maintenance schedule so as to minimize costs such that the cost per year to slurry seal is \$20,000 or less.

There was Commission discussion about other maintenance-related issues occurring on the Airport, including what can be done about some of the port-a-port hangars that are in poor condition.

5C. Airport Commission Recording Secretary

Airport Manager Owen would like the Commission to continue the discussion concerning replacement of Recording Secretary Elawadly.

The Commission discussed how other City commissions/boards do their minutes and considered alternative methodologies for minute taking and public record keeping. Some of the options discussed include the possibility of Airport Assistant Ronk taking notes for transcription into minutes and/or record the meeting on a tape recorder or some other electronic recording device as a matter of record.

It was the consensus of the Commission to continue discussion of this matter to the November meeting with Recording Secretary Elawadly present to assist in the transition of one of the methodologies discussed above.

5D. Fuel Tank

Airport Manager:

- Staff has received a quote for a tank at a cost of \$127,000 plus the costs to install and convert the existing tank to store 20,000 gallons of Jet A fuel only. The intent is to purchase a new 12,000 gallon self-serve tank for storage of Avgas where the existing tank that presently stores 8,000 gallons of Jet A and 12,000 gallons of Avgas fuel would be converted to store 20,000 gallons of Jet A fuel exclusively.
- Provided the Commission with information concerning a bulk fueling skid system that would pump Jet A more effectively/efficiently. This pumping system and function thereof would be of great benefit/assistance to the Airport in terms of pumping fuel directly from the fuel truck and into the tank. The current pumping system has some issues where the piping needs to be refurbished. The sales price for the new refurbished system is negotiable. Would like the Commission to discuss the feasibility of purchasing and implementing this system.
- Is working with the City Purchasing Department related to the purchase of a new fuel tank and conversion of the existing tank to Jet A fuel. The approximate cost to purchase the tank that

1 would include related and/or required accessories/amenities is likely \$200,000 even though the
2 purchase price quote is \$127,000. Related to costs, staff was looking at re-piping of the existing
3 fuel tank and the cost for this was approximately \$60,000. It may be time to have the tank
4 internally looked at since it has been in its present location for quite a few years. Preventative
5 maintenance has not been done to the tank so this may be a good time.

- 6 • Staff is considering options on how best to finance a new fuel tank. It may be securing a loan
7 from Caltrans Division of Aeronautics is the best approach.
- 8 • Would not likely consider leasing a tank from a fuel vendor amortized over time because it is not
9 economically feasible and does not essentially pencil out to the Airport's financial benefit.
- 10 • Clarified the new tank and fuel pump system are essentially two different projects even though
11 they are all fuel related.
- 12 • The fuel tank will have a card lock and/or other amenities on it and explained what preparations
13 need to be done to accommodate this feature.

14
15 There was Commission discussion concerning concrete pad types and corresponding cost saving
16 measures for installation.

17
18 **Commission:**

- 19 • Discussed the infrastructure that is necessary to implement a new tank and the proposed new
20 fuel pump system for Jet A fuel such as the slab/foundation and/or other required
21 accessories/features.
- 22 • Is fine with the purchase of the fuel pump system in that it would greatly improve the fueling
23 functions at the Airport.
- 24 • Understands there is a need to pay maintenance costs on the existing fuel tank.
- 25 • Is fine with financing a new fuel tank with Caltrans Division of Aeronautics as long as there is no
26 pre-payment penalty.
- 27 • Sees the benefit of having a self-fueling station in terms of potential cost savings, such as
28 staffing. It may be that staffing costs for fuel services could be reduced during winter months with
29 a self-fueling station.
- 30 • Supports the purchase of a new fueling station for the sale of Avgas and views this as a good
31 investment.
- 32 • Supports the purchase of a fuel pump. Would like the Airport to pay less than the quoted sales
33 price of \$25,500.

34
35 **5E. Lease Recommendation**

36 **Airport Manager Owen:**

- 37 • Referred to the draft lease agreement for Northern Sky RV relative to the building in the
38 northwest corner of the Airport where the former small engine repair business operated Northern
39 Sky RV would like to perform vehicle glass repair and/or install ignition interlock devices (dui
40 breathalyzer).
- 41 • Northern Sky RV is still interested in the former lumberyard site on the northeast corner of the
42 Airport. The Commission has reviewed this draft lease agreement.
- 43 • City Council will review the two lease agreements for Northern Sky RV at the regular October 15
44 meeting.
- 45 • Northern Sky RV would like to paint the building and provide landscaping. Staff will assist with the
46 landscaping features for the site.
- 47 • The lease agreement is month-to-month such that if the uses do not work and/or are not
48 compatible with Airport operations, the lease can be terminated at that time.

49
50 **Commission:**

- 51 • Reviewed the draft lease agreement.
- 52 • Related to the rent section of the agreement, noted an error that should read, '7,550 sq ft *paved*
53 ground at \$0.03 per sq ft per month.'
- 54 • The proposed lease is not an airport-related use.
- 55 • Is fine with the lease agreement as written.

1
2 **M/S Albright/Crane** to recommend City Council approve the lease agreement for Northern Sky RV.
3 Motion carried (3-0).

4 **REPORTS**

5 **6A. Airport Monthly Financial**

6 **Airport Manager Owen:**

- 7 • Referred to year-to-date fuels sales information sheet for the past six years for comparison
8 purposes. Related to FY2014-15, while information regarding the number of gallons of fuel sold to
9 Calstar is shown on the information sheet, the current fuel revenue information for Calstar was
10 not available so this data was not included. The number of gallons sold to Calstar is about the
11 same year-to-year, but the fuel costs relative to Calstar differentiate because what the Airport
12 pays for fuel changes year to year.
- 13 • The Information sheet provides information about fuel revenue/costs and number of gallons of
14 fuel sold.
- 15 • FY 2012-13 was a good year for fuel sales. Comparatively fuel sales for FY 2014-15 'tracks close'
16 to FY 2012-13. Fuel sales for August 2014 were very good. Fire season typically slows down in
17 September/October.
- 18 • Related to the Munis financial information sheet, actual revenue for FY 2014-15 fuel sales
19 revenue indicate a balance of \$47,797 and this is not accurate. The Airport has had an ongoing
20 problem with EPIC not paying the Airport in a timely manner for credit card fuel sales. EPIC
21 currently manages credit card fuel sales for the Airport. The way the process works is that the
22 Airport receives checks from EPIC for credit card sales that have occurred.
- 23 • Staff will be using a new fuel vendor to manage credit cards for fuel sales. It will be through a
24 multi-service provider. Multi-service is a large credit card provider and is the same provider that
25 Calfire uses. The Airport will be getting 'IPADS' so that fuel purchases can be processed directly
26 in the fuel truck. The corresponding software Multi-service uses is called 'AVPOS.' The new
27 system will process credit card sales much quicker than EPIC. EPIC takes approximately four
28 days to process credit cards for fuel sales which constitute a holdup in the Airport collecting its
29 money. Due to this holdup the posting by City Hall Finance Department of revenue information
30 related to fuel sales is never current.
- 31 • The new credit card software does not allow information to be printed right on-site from the fuel
32 truck, for instance, but rather in the office. One feature is that the software will email a receipt
33 after the transaction.
- 34 • The software system is 'network internet' connected 4G mobile broadband rather than 'WIFI.'
35 The system has to be 4G mobile broadband because there is no wireless service in and around
36 the hangar areas. The transition to a new provider should be a cost savings to the Airport of
37 approximately \$4,600 a year. There will likely be a monthly charge associated with the new credit
38 card processing system.
- 39 • Staff is also looking into getting a new fuel vendor.

40
41 **Commissioner Crane:**

- 42 • Will the system change the 'card on file' concept?

43
44 **Airport Manager Owen:**

- 45 • Supposedly, the new system will allow a credit card to be swiped that is automatically saved so
46 that later the card name/number can be brought up for another transaction. Every customer must
47 provide his/her signature to complete the transaction.

48
49 **Airport Assistant Ronk:**

- 50 • Questions whether the system has the capability of storing card information for a long period of
51 time. This will be something staff will have to look into.

52
53 **Vice Chair Elton:**

- 54 • Important to know if the credit card system saves credit card information relevant to the issue of
55 credit card theft and whether this issue has been adequately addressed.

- 1 • Would the printing of the sales receipt show credit card numbers? These numbers must be
2 protected/secured at all times.
3

4 **Airport Manager Owen:**

- 5 • Since it is a multi-service system, it would likely have to meet certain standards/regulations and/or
6 criteria associated with identity theft, etc.
7

8 **Airport Assistant Ronk:**

- 9 • The last four digits of the credit card would likely be shown on the receipt. All existing credit card
10 numbers/information on file at the Airport is confidential and secured.
11

12 There was Commission discussion concerning current Avgas sales.
13

14 **6B. ALP Update**

15 **Airport Manager Owen:**

- 16 • Has been working with Mead Hunt consultants to make certain all information submittals to the
17 FAA regarding the ALP Update are accurate/correct.
18 • One new matter related to the ALP concerns plans for the widening of Hastings Road. Was
19 initially of the understanding the widening would proceed northerly but it was decided to go
20 southerly onto Airport property. This is a very critical area to the Airport to be widening the road in
21 terms of preserving airspace.
22 • The City filed a 7460 (Airspace Determination) with the FAA. The City was informed this was
23 acceptable, but later was informed the proposed widening would be an issue.
24 • The Airspace Determination was completed having some issues. City staff conducted a
25 conference call with the FAA last week. The FAA does not like to give up property that airports
26 have. The FAA would agree to an easement of Airport property where the appraisals of the
27 property must be maintained at market value and given to the Airport in return.
28

29 **Commissioner Crane:**

- 30 • Asked about the leasehold on the former small engine repair property should an easement be
31 granted.
32

33 **Airport Manager Owen:**

- 34 • Tenant is aware he may lose some square footage. The easement would only be a couple of feet
35 into his leasehold.
36 • To get the issues resolved regarding the encroachment of Airport property may take some time
37 for the FAA to release the property.
38 • Additionally, it was determined by the airspace persons that the road (Hastings Road) would be
39 two feet too tall into Airport airspace.
40 • Explained how the FAA calculates the road height that includes the allowed height for trucks that
41 also use the road. According to the California Department of Transportation the standard height
42 for vehicles is 13 feet 6 inches. Comparatively, the FAA uses a different number standard to
43 calculate airspace for vehicles. This in turn would create an issue with the potential widening of
44 the road. The FAA suggested grading of the road two feet lower. This approach may not be
45 feasible.
46 • It appears the FAA may be using Google Earth to factor-in/calculate their elevations for airspace.
47 Interestingly when factoring in the latitude and longitude for the runway end which is listed on the
48 ALP at 617 feet this calculation is correct in Google Earth if pictures are used previously from
49 2012. For any of the newer pictures the elevation is 4 feet taller. The runway end on 33 is 602
50 feet, but if you look at current Google Earth pictures the calculation is 610 feet. The number goes
51 up eight feet. The FAA may have some issues about the source of where they get their elevation
52 numbers because the numbers on the ALP are surveyed numbers so we know they are right.
53

54 **Commissioner Crane:**

- 55 • It is likely Google Earth is using a broken-base map and this is the reason for the discrepancy.

1
2 **Airport Manager Owen:**

- 3 • Is unsure of the current plans regarding the widening of Hastings Road at this point. However, the
4 height problem concerning vehicle travel in the airspace remains.
5

6 **7. AGENDA ITEMS FOR AUGUST**

- 7 1. Mendocino County Airport Land Use Commission
8 2. Airport Commission Recording Secretary
9 3. Fuel Tank
10 4. Airport Maintenance
11 5. Airport Monthly Financial
12 6. ALP Update
13 7. Hangar Status
14 8. Hangar Replacement
15

16 **Airport Assistant Ronk** noted there are hangar vacancies so it may be time to look at hangar
17 replacement and/or relocation.
18

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

20 **Airport Assistant Ronk** reported he will no longer oversee insurance for the hangars and that this job
21 function has been transferred to City Hall administration.
22

23 **Airport Manager Owen:**

- 24 • There have been some people who have recently passed away and/or who are selling aircraft so
25 there are Pascoe hangar openings that will be occurring.
26

27 **Commissioner Crane:**

- 28 • Asked about the status of possibly implementing solar systems at the Airport.
29 • Would like to know how much kilowatts the Airport consumes monthly.
30

31 **Airport Manager Owen:**

- 32 • Has not received an update from the City Electrical Department about the potential use of solar
33 power at the Airport.
34 • The Airport has many electrical meters so it might be difficult to tract how much electricity the
35 Airport uses, but will find out.
36

37 **9. ADJOURNMENT**

38 There being no further business, the meeting adjourned at 7:20 p.m.
39
40

41 _____
42 Cathy Elawadly, Recording Secretary
43