

**UKIAH REGIONAL AIRPORT COMMISSION**  
**November 3<sup>rd</sup>, 2015**  
**Minutes**

**COMMISSIONERS PRESENT**

Gordon Elton, Chair  
Randal Beckler, Vice Chair  
Don Albright  
Eric Crane

**STAFF PRESENT**

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

**COMMISSIONERS ABSENT**

**OTHERS PRESENT**

Mike Whetzel

**1. CALL TO ORDER**

The Airport Commission meeting was called to order by Vice Chair Elton at 6:04 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 – October 6<sup>th</sup>, 2015**

- Motion made by Commissioner Albright and 2<sup>nd</sup> by Vice Chair Beckler for approval of Oct. 6<sup>th</sup>, 2015 minutes.

**4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

**Mike Whetzel Airport Tenant:**

- Over the last couple years the helicopters traffic has increased significantly to the point it is affecting my business at T&M Aviation and Nick Bishops business West Coast Wings. The amount of extra time that I have to pay someone to sweep my shop is approximately 3 ½ to 4 hours a week that comes out to over \$15,000 annually that I'm paying extra to keep my shop clean. I would like to see this item on the Agenda for Discussion / Action so that it can be talked about and published procedures can be made for all the helicopter traffic to follow. Also the amount of noise that the helicopters are making while there on the ground makes it impossible to conduct business on the phone. So I request that this item be on a future agenda for discussion.

**5. DISCUSSION/ACTION**

**5A. Airport Maintenance**

**Airport Manager Owen:**

- As you probable noticed both parking lots and the Calfire ramp have been slurry sealed. Calfire was very excited to get this done and moved there aircraft off the normal pads for several days to give the slurry time to set up. We had almost \$16,000 worth of slurry work done at approximate \$1.00 per yard.
- Dave has been working on completing the rock area; he has started placing the boarder of the rock area up the drive way of the ramp.
- Dave has been doing the normal weed eating and mowing before the winter sets in. We plan on trimming the weeds on the runway one more time before the rains hit hard.

**5B. ALP Update**

**Airport Manager Owen:**

- Sent FAA an email and they have not responded about the progress of the ALP update. Was hoping to have it back and signed by the FAA already. Our hands are tied till they sign the ALP once the ALP gets approved we plan on the Design work for the runway in 2016 then starting the construction in 2017. With the Design work we should find out what will get done on the runway weather it will be a complete overlay of the runway or crack sealed and slurred.

1 **5C. Airport Business Plan**

2 **Airport Manager Owen:**

- 3 • I'll email everyone the web address for Renton Airport Washington that is the business that I'm  
4 referring to while we make this business plan. I felt that Renton's business plan closely resembles  
5 what the Ukiah Airport does. We will bring this back after everyone looks at that business plan we  
6 will have a better understanding of what should be included in the plan.  
7

8 **Airport Commissioners:**

- 9 • Discussion

10  
11 **REPORTS**

12 **6A. Airport Monthly Financial**

13 **Airport Manager Owen:**

- 14 • October we had an average month for fuel sales. Jet was a little off but overall we are tracking on  
15 an average year.  
16

17 **Airport Assistant Ronk:**

- 18 • Reach has been getting bad weather in Willits forcing me to come in after hours for fuel call outs.  
19

20 **6B. Fuel Tank**

21 **Airport Manager Owen:**

- 22 • Had a meeting with the City Manager and the City Engineer about the fuel tank. The City  
23 Manager has assigned Ben from the engineering department to help us with the design and  
24 specifications for the concrete and electrical work that we need to get done.  
25

26 **6C. Airport Holiday Party**

27 **Airport Assistant Ronk:**

- 28 • The annual Airport Christmas Potluck Party will be held December 10<sup>th</sup>, 2015 at noon till 2pm at  
29 the Airport Administration Building all airport users and their families are invited.  
30

31 **7. AGENDA ITEMS FOR DECEMBER**

- 32 1. Aircraft Operations  
33 2. Airport Maintenance  
34 3. ALP Update  
35 4. Airport Monthly Financial  
36 5. Airport Holiday Party  
37

38 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

39  
40 **Airport Commissioners:**

- 41 • Discussion on rescheduling Dec 1<sup>st</sup> meeting to Dec. 8<sup>th</sup> due to commissioners being unavailable  
42 on the 1<sup>st</sup>.  
43 • Dec. 1<sup>st</sup> meeting is rescheduled to Dec. 8<sup>th</sup>.  
44 • No meeting scheduled for Jan. 2016  
45

46 **Chair Elton:**

- 47 • The American Legion has a Christmas dinner planned at the Senior Center Dec. 19<sup>th</sup> at 3pm  
48 ticket prices \$5 for vets and \$10 for family members.  
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51 **9. ADJOURNMENT**

52 There being no further business, the meeting adjourned at 7:54 p.m.  
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Kenneth Ronk, Recording Secretary

MINUTES of the Ukiah Airport Commission

November 4, 2015