

UKIAH REGIONAL AIRPORT COMMISSION
November 4, 2014
Minutes

COMMISSIONERS PRESENT

Gordon Elton, Vice Chair
Don Albright
Eric Crane
Randal Beckler

STAFF PRESENT

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

COMMISSIONERS ABSENT

Carl Steinmann, Chair

OTHERS PRESENT

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 – October 7, 2014

M/S Crane/Albright to approve October 7, 2014 minutes, as submitted. Motion carried (3-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

5. DISCUSSION/ACTION

5A. Introduction of New Airport Commissioner

New Commissioner Randel Beckler was not in attendance until 6:33 p.m.

5B. Airport Maintenance

Airport Manager Owen:

- Slurry seal of the paved areas from the Ashiku hangar north to FedEx has been completed and noted the work to be an improvement.
- The FAA sent a notification to the Airport advising of obstructions in the 20/1 approach surfaces. There is a 30-day response time to the notification where the FAA takes immediate action once a response is made with regard to the obstructions identified. Staff determined there were essentially two obstructions. The first obstruction pertains to two trees on private property. Once staff verified the trees were existing, the FAA issued a notam (notice to airman) and subsequently shutdown the Instrument Approach off for nighttime use. The FAA also limited Calstar's ability to fly without at least a one mile statute of visibility. California Division of Aeronautics (Caltrans) conducts all safety/liability inspections and found the 20/1 approach surfaces to be fine. There appears to be a conflict between the FAA and Caltrans related to how these agencies view safety/liability issues for airports. To address the first obstruction noted, staff found the recorded easements for the subject properties named and was able to have a tree contractor and with the permission of the property owners cut down the two trees last Friday afternoon such that the notam issued was cancelled and the approaches opened. An email was sent to Congressman Hoffman about the action recently taken by the FAA. Congressman Hoffman's office responded and acknowledged a disparity is occurring between Caltrans and the FAA related to safety issues at airports so there is some type of 'disconnect' between these two agencies. The approach taken by the FAA placed a hardship on staff in that instead of the FAA calling out the problem and allowing staff to remedy it in a conventional way, did not allow the Airport any time to fix the problem and ultimately shutdown the night operations. Apparently, the FAA is doing the same all over the State. Staff noted Yolo County had the same notam Ukiah Airport had such that the

1 instrument approach systems are shut off at night. Of interest is that one of the trees was 2.26
2 miles from the Airport's 'missed approach' where the FAA's concern was that aircraft could hit this
3 tree. Perkins Street is where a plane 'goes missed' at a 1,000 feet above the ground and the FAA
4 is worried comparatively about a tree located in the Norgard Lane area. Related to the two trees
5 deemed/thought by the FAA to be an 'obstruction, one tree was found to penetrate the
6 obstruction area by 8 feet and the other tree penetrated by 23 feet. Staff finds what the FAA is
7 doing by way of issuing a notam to be unfounded. Staff does intend to be more aggressive
8 about tree maintenance as it related to safety at the Airport. Is pleased the property owners
9 allowed the Airport to remove the trees. If the trees had just been topped as opposed to
10 permanently removed, a survey crew would have been required to resurvey them. Topping the
11 trees was essentially not an option to get the notam revoked and would have cost more money in
12 the long run because the trees would have to be resurveyed to verify that they were not an issue.

13
14 The second obstruction identified relates to a house located to the south of the Airport where the
15 house is 8 inches in the approach line. The FAA wants the Airport to put a red light on the roof.
16 Interestingly, there is a pine tree next to the house that is about 10 feet taller than the house and
17 the FAA has no problem with this even though it is closer to the runway. The Airport has to
18 become more aggressive with tree trimming off the Airport as well.

19
20 There are actually two trees on Runway 15 that are considered critical right now but next month
21 the FAA is supposed to change their area related to the 20/1 approach and departures surfaces
22 and was informed these trees are not an issue.

- 23 • The pickup truck the Airport uses for maintenance has a transmission issue and no longer
24 functions properly. Is working with the City garage concerning repairs where the cost is more than
25 the truck's value. The truck is used for hauling and/or for maintenance-related purposes as
26 opposed to traveling on roadways where mileage is not the concern. The truck needs to be four-
27 wheel drive because it is used to travel to the Airport Beacon to make repairs where four-wheel
28 drive is necessary.

29
30 There was Commission discussion about the best approach for either potential replacement or repairs to
31 the truck. Commission preference is to replace the truck with a used truck and discussed different makes
32 and models of truck types that would be workable and is of the opinion purchasing a new truck would not
33 be economically feasible. More discussion is necessary before a decision can be made about whether to
34 purchase a new/used truck or make the repairs. Staff will look into the possibility of getting a temporary
35 replacement from the City's fleet for a truck that is not being used and/or talk to City purchasing about
36 getting specifications for a used truck similar to the make/model/size of the existing truck relative to the
37 type of work the truck is used for.

- 38
39 • Maintenance staff is making progress with regard to evaluating/completing maintenance jobs on
40 the Airport.

41 42 **5C. Airport Commission Recording Secretary**

43 **Airport Manager Owen:**

- 44 • Tonight is the last meeting Airport Commission Recording Secretary Elawadly will attend to
45 perform recording/minute-taking duties.
- 46 • Airport staff will strive do their best to compensate for this transition.

47 48 **5D. Fuel Tank**

49 **Airport Manager:**

- 50 • Was able to obtain the weight information necessary for the concrete pad specification. The City
51 Purchasing Department will formulate a bid specification that will go out for the fuel tank concrete
52 pad work that needs to be done for the fuel tank.
- 53 • A concrete pad is necessary in front of the existing apron and explained the preparatory
54 work/procedures that need to take place to accommodate the new self-serve fuel tank.
- 55 • Would like to see the new fuel tank project move forward.

1 **5E. Hangar Waiting List**

2 **Airport Assistant Ronk:**

- 3
- 4 • Related to changes to the Airport Hangar Waiting List, noted within the past year position one on
 - 5 the list has moved up six places for three Pascoe hangars where approximately three persons
 - 6 have declined to take a Pascoe Hangar. The list has remained pretty much stagnant over the
 - 7 past year until recently.
 - 8 • Referred to the current Hangar List and noted tenant Rick Paige has moved to the number one
 - 9 position but passed upon the opportunity.
 - 10 • There is no waiting list for the Shade Hangars and Port-A-Port Hangars. The Shade Hangars and
 - 11 Port-A-Port do have available hangars for rent. The Pascoe Hangars have no available hangars
 - 12 for rent.

13 **Airport Manager Owen:**

- 14
- 15 • Two Pascoe Hangars have recently become available for rent where the Airport Hangar Waiting
 - 16 List has also changed.
 - 17 • Airport tenant Rick Paige was actually 'number one' on the Hangar List above the person that
 - 18 took the available Pascoe Hangar. Mr. Paige has not flown the plane in his hangar for a number
 - 19 of years because it is not air-worthy and because of medical issues. Mr. Paige intends to obtain
 - 20 the 'annual' and/or register the plane for insurance for purposes of flying but may not have a clear
 - 21 understanding about the process. Staff has observed that Mr. Paige has been working on his
 - 22 aircraft, but it is not yet air-worthy. Airport hangar policy requires that all planes in hangars be air-
 - 23 worthy and have one year to make this happen.
 - 24 • Mr. Paige is on the waiting list for a Pascoe Hangar and agreed to be 'skipped over' for a Pascoe
 - 25 hangar this time because he is hoping to 'annual' his plane sometime soon. According to Mr.
 - 26 Paige having a Pascoe Hangar would be a better hangar for him to work on repairs to his plane.
 - 27 Staff is concerned that if Mr. Paige is allowed to go into a Pascoe Hangar the necessary repairs
 - 28 to make the plane air-worthy may not happen in compliance with the Airport Hangar Policy &
 - 29 Procedures List. Staff has observed the plane needs significant work to become air-worthy. Is of
 - 30 the opinion it is better to keep persons in Port-A-Port Hangars as opposed to Pascoe Hangars if
 - 31 they are working on getting planes air-worthy. Requests the Commission discuss this matter,
 - 32 particularly if Mr. Paige wants to 'stay firm' that he is the next person to get a Pascoe Hangar.
 - 33 Related to fairness should a person at the top of the Hangar list be allowed to be skipped over
 - 34 and if so how many times and still remain at the top of the list and when or should this person
 - 35 who has declined a hangar previously permanently move to the bottom of the list at which time
 - 36 there would essentially be no opportunity to ever rent a hangar.
 - 37 • Acknowledged there are some issues and/or loopholes associated with the Hangar policy such
 - 38 that, for instance, a person can purchase a plane kit in which he/she has one year to get it built
 - 39 (which is essentially not sufficient time to get this type of task done) dispose of it because it was
 - 40 never assembled within the required timeframe and subsequently purchase another kit so that the
 - 41 one-year cycle begins all over again.

42 **Commission:**

- 43
- 44 • Supports tenants comply with the Hangar policy provision that aircraft must be air-worthy and that
 - 45 persons have one year to make the aircraft in air-worthy condition. Does not support
 - 46 misapplication of the policy where a person has a kit plane in assembly that does not get finished
 - 47 is disposed of and a new kit purchased every year to allow the one-year cycle to begin again.
 - 48 • Questions whether situations like Mr. Paige who has not been able to fly for medical reasons
 - 49 whether a person should be allowed to be the top person on the hangar list for a Pascoe Hangar
 - 50 when his plane is not air-worthy and because of a medical condition cannot fly anyway so he
 - 51 uses the excuse to buy time to make his plane operable. How should this scenario be treated
 - 52 when a person has the capacity to make the plane air-worthy but never seems to get the job
 - 53 done? It appears the Airport has a rule that has been in violation for some time.
 - 54 • The intent of the Hangar policy is to discourage and/or prevent hangars from being used as
 - 55 storage facilities. Another important component is that air-worthy planes support businesses at

- Supports the Hangar policy that those tenanting persons should have air-worthy aircraft in them, particularly for the Pascoe Hangars. However, is generally okay with allowing persons to rent Shade Hangars or Port-A-Port Hangars even though they do not have air-worthy aircraft because this represents income for the Airport.
- Supports the concept that for those tenants not having air-worthy aircraft and listed on the Hangar list for a Pascoe Hangar move down the list as the position list changes without allowing persons who decline a hangar to continue 'floating' at the top of the list. In other words, a person at the top of the list who is never going to rent a hangar should not remain in this position. There should be a provision where a person can pass on the opportunity to rent a Hangar for a limited amount of times before having to move down the list. At some point, these persons should move down the list. Aircraft in Pascoe Hangars need to be air-worthy prior to renting a hangar.
- Essentially non air-worthy aircraft has no business on the Airport.

Airport Assistant Ronk:

- The rule is if a person passes on a Hangar, he/she moves to the bottom of the list. If a person goes to the bottom of the list, he/she is really passing on the opportunity for life. For example, moving down the list to number 36 is most likely a 10 to 15 year wait.
- In addition to staff, Mr. Paige would like the Commission to also review his case.

There was general discussion about the number of vacancies in hangars.

Commissioner Crane:

- Asked about the time when the rental rates are up for review?

Airport Manager Owen:

- Confirmed rental rates for hangars increase automatically in March 2015 with this being the last time at the current rate so 2016 is when rental rates can next be reviewed.

Vice Chair Elton:

- Sees no reason for someone having a non-qualifying aircraft to be allowed to stay on the Hangar List.

Commissioner Crane:

- The next time there is an opening for a Pascoe Hangar that is offered to Mr. Paige and if he does not have an air-worthy aircraft that he goes to the bottom of the list. Supports he is made aware of this now.
- It may be the rules relative to the Hangar List policy need to be clarified.

There was Commission discussion about making a motion that if a Pascoe Hangar becomes available and Mr. Paige or anyone for that matter declines that he/she moves to the bottom of the Hangar list.

Airport Manager Owen:

- The Hangar List policy has a provision that requires tenants to provide maintenance so Mr. Paige's first response was that his aircraft is 'under maintenance' and that he has 12 months to get it air-worthy. Staff's issue with this is that the aircraft has been under maintenance for some time now.
- Would have no problem with a policy stipulation that says anyone renting a Pascoe Hangar the airplane has to be air-worthy and not in maintenance condition to even go into one of these hangars. However, if someone has an aircraft that 'crashes' and/or is in an accident, for instance, and is trying to repair it or if a person purchases a plane that is not air-worthy with the intent to get it operational these are different matters.

Commissioner Albright:

- Supports fixing the loophole relative to maintenance of aircraft as a way tenants are getting away with renting hangars and having aircraft in them that are not air-worthy. Would like to see a limit

1 set on the maintenance of non air-worthy aircraft in hangars. If the limit is one year, there should
2 be no 'resets' allowing persons to start the year over again.

3 **Commissioner Beckler:**

- 4 • Requested clarification about the current Airport Hangar List policy such that if a person is on the
5 list and a hangar becomes available and has purchased an inoperable aircraft with the intent to
6 make it air-worthy within a year this person has the option to rent the hangar?
7

8 **Airport Manager Owen:**

- 9 • Confirmed the aforementioned inquiry is true and/or if someone purchased a kit aircraft with the
10 intent to make it air-worthy in a year.
11

12 **Airport Assistant Ronk:**

- 13 • It should be that since a kit aircraft takes more than a year to assemble, the plane should be near
14 completion before allowing him/her the option to rent a hangar.
15

16 **Commissioner Crane:**

- 17 • Proposed the Commission review the Hangar List Policy and Procedures rules before making a
18 determination/decision about what is presently occurring with regard to inoperable aircraft and
19 people wanting to rent hangars.
20

21 **Airport Manager Owen:**

- 22 • Will review whether or not the Airport has a Hangar List policy set by resolution and if not develop
23 a policy for adoption by resolution.
24

25 **Commissioner Crane:**

- 26 • If the Airport does not have a resolution, a policy is in place that can be updated without having to
27 be formally adopted by Council as would a resolution. If a resolution did go to Council, the
28 Commission needs to revisit the language and formulate an amendment.
29

30 **Commission consensus:**

- 31 • Is fine with the Commission review of the current Hangar List policy and/or Resolution if there is
32 one and update.
33

34 **5F. Fuel Price Resolution**

35 **Airport Manager Owen:**

- 36 • Referred to Resolution adopted by Council on March 17, 2010 concerning establishing bulk store
37 fuel prices and self-fueling permit fees at the Ukiah Regional Airport and Resolution adopted by
38 Council on October 7, 2009 concerning establishing fuel prices at the Ukiah Regional Airport and
39 requested the Commission review them and make a determination about whether or not to keep
40 the current price in effect for the next five years.
41

42 **Commission/staff:**

- 43 • Considered/discussed the Resolutions with regard to bulk storage fuel prices, self-fueling permit
44 fees and how fuel prices are established.
45 • The Commission is fine with the current procedures/methodology concerning fuel markup.
46 • Made some formal updates/revisions to the documents for adoption by City Council as provided
47 for in attachment 1 and 2 of the minutes.
48

49 **M/S Crane/Beckler** to recommend City Council adopt the existing resolution establishing fuel prices at
50 the Airport with the current markup policy of \$1.03 a gallon for Avgas (100LL) and \$2.28 a gallon for Jet-A
51 fuel +/- 30%, depending upon the current market. Motion carried (4-0).
52

53 **M/S Crane/Albright** to recommend City Council adopt the resolution establishing bulk store fuel and self-
54 fueling permit fees, as revised in attachment 2 of the minutes.
55

1 **Commissioner Albright:**

- 2 • Related to \$.25 a gallon flowage fee with CPI increases, noted CIP increases would be a 'slow
3 mover' on this and questioned whether or not this is the intent?
4

5 **Commissioner Crane:**

- 6 • The intent is to have a mechanism for increases should the CPI jump. The CPI would not be a
7 'slow mover' if such increases jump significantly, for instance.
8 • Historically speaking, while CPI increases do move slowly at least they are tied in with the
9 flowage fee. Is of the opinion the Airport is 'not out of line' with how flowage fee as addressed by
10 the Airport resolution in this regard.
11

12 **Vice Chair Elton:**

- 13 • Is it possible to charge up to a 'fractional cent' or is the protocol to charge by the 'whole cent' with
14 regard to implementing CPI increases?
15

16 **Airport Manager Owen:**

- 17 • Typically charge by the 'whole cent' and round up with regard to a CPI increase.
18

19 There was further Commission discussion concerning how CPI increases work in terms of calculation and
20 about the reason/intent for having a bulk fuel storage resolution.
21

22 Motion carried (4-0).
23

24 **REPORTS**

25 **6A. Airport Monthly Financial**

26 **Airport Manager Owen:**

- 27 • Referred to a monthly utility bill for the Airport provided by the City Finance Department and
28 asked the Commission to review and discuss.
29 • Referred to the financial documents provided for in the staff report, particularly the spreadsheet
30 containing fuel sales and costs for comparison purposes for review by the Commission.
31

32 **Commission:**

- 33 • Reviewed/discussed a typical monthly Airport utility bill with some clarifications with regard to
34 certain accounts listed on the bill and thanked staff for the information.
35 • Noted the 'cash account' problem has not been resolved by the City Finance Department with
36 regard to the posting of credit card sales to reflect actually cash on hand.
37

38 **6B. ALP Update**

39 **Airport Manager Owen:**

- 40 • No new information to report.
41 • Waiting for FAA to move forward on their part of the Update.
42

43 **6C. Mendocino County Airport Land Use Commission**

44 **Airport Manager Owen:**

- 45 • City Council has recommended Randel Beckler to serve on the ALUC.
46 • Mr. Beckler has yet to go through the selection process for a seat on the ALUC.
47

48 **6D. Lease Update**

49 **Airport Manager Owen:**

- 50 • Both leases to Northern Sky RV for two different sites on the Airport have been approved by
51 Council with some discussion by Council about why one business wants to lease two different
52 sites and for what purpose.
53

54 **7. AGENDA ITEMS FOR DECEMBER**

- 55 1. Airport Maintenance

- 1 2. Fuel Tank
- 2 3. ALP Update
- 3 4. Airport Hangar List Policy and Procedures
- 4 5. Airport Monthly Financial Report
- 5

6 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

7 **Commissioner Crane** thanked Recording Secretary Elawadly for her years of service to the Airport
8 Commission.

9
10 **Airport Assistant Ronk** advised the annual Airport Christmas Party is December 18 from Noon to 2:00
11 p.m.

12
13 **9. ADJOURNMENT**

14 There being no further business, the meeting adjourned at 8:11 p.m.

15
16
17 _____
18 Cathy Elawadly, Recording Secretary
19

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ESTABLISHING FUEL PRICES AT THE UKIAH REGIONAL AIRPORT

WHEREAS, the City of Ukiah owns and operates the Ukiah Regional Airport; and

WHEREAS, the City of Ukiah provides full service retail sales of Jet A and 100LL(Avgas) fuel at the Ukiah Regional Airport ; and

WHEREAS, The City of Ukiah staff has recommended a method establishing the price.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Ukiah hereby adopts the markup price for full service 100LL (Avgas) is to be set at 1.03\$ above the total cost the City pays for the fuel. The markup price for full service Jet A is to be set at 2.28\$ above the total cost the City pays for the fuel. The Airport Manager shall be allowed to change these marked up prices by 30% higher or lower depending on the current market. If there is a need to go lower than 30% the City Manager may do so in writing.

PASSED AND ADOPTED this XXX day of XXXXXXXXX by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

XXXXXXXXXXXX, Mayor

ATTEST:

Linda Brown, City Clerk

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ESTABLISHING BULK STORE FUEL PRICES AND SELF FUELING PERMIT FEES AT THE UKIAH REGIONAL AIRPORT

WHEREAS, the City of Ukiah owns and operates the Ukiah Regional Airport; and

WHEREAS, the City of Ukiah provides Sale of fuel from the bulk storage tank at the Ukiah Regional Airport ;

WHEREAS, the City of Ukiah requires a Self fuel permit to conduction fueling operation at the Ukiah Regional Airport; and

WHEREAS, The City of Ukiah staff has recommended a method establishing the price.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Ukiah hereby adopts the price for bulk storage fuel sale is to be set at 1.50\$ a gallon over the City's cost for 2015. CPI increase would apply thereafter. The Self fueling permit fee be set at, \$75 application fee, a yearly \$25 fueling vehicle permit fee, and a .25 cents a gallon flowage fee with CPI increases after 2015 for fuel not purchased from the Airport.

PASSED AND ADOPTED this 17 day of March 2010 by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Benj Thomas, Mayor

ATTEST:

, City Clerk