

**UKIAH REGIONAL AIRPORT COMMISSION**  
**December 2, 2014**  
**Minutes**

**COMMISSIONERS PRESENT**

Gordon Elton, Vice Chair  
Don Albright  
Eric Crane  
Randal Beckler

**STAFF PRESENT**

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

**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** – November 4, 2014

**Commissioner Beckler**

- Change first name from Randel to Randal

**M/S Crane/Beckler** to approve November 4, 2014 minutes, as amended. Motion carried (4-0).

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

**5. DISCUSSION/ACTION**

**5A. Airport Maintenance**

**Airport Manager Owen:**

- Due to the weather many maintenance projects have moved inside. Currently working on repainting the interior of administration building. After the Christmas party of Dec. 18<sup>th</sup> we will be replacing the carpeting inside the administration building.

**Commissioner Crane:**

- Asked if there was anyone complaining of leaks in the hangars?

**Airport Assistant Ronk:**

- Stated that Mark Davis in hangar #8 has reported a leak in the sky light. The leak has been addressed with a new sheet of plexiglas till a permanent fix can be made.

**Airport Manager Owen:**

- One hangar tenant in hangar #64 has complained about the hangar being so wet to the fuel attendant.

**5B. Fuel Tank**

**Airport Manager Owen:**

- Talked to Purchasing Department about this bid, they stated that it will be sent out real soon. We are hopeful that we will have some bids back before the next commission meeting of February 2015.

**Commissioner Crane:**

- 1           • Asked if it would be appropriate if a letter was sent out to the City Purchasing Department about  
2 the delays in sending out this bid.  
3

4 **Commission:**

- 5           • Discussion about sending a letter to the City Purchasing Department. The Fuel Tank has been  
6 discussed for over 4 years without a bid being sent out. Would like to have a draft letter prepared  
7 so it can be sent out if the bid package is not sent out by the next Commission meeting.  
8

9 **Airport Manager Owen:**

- 10           • Will have a draft letter prepared for Commission approval before the next meeting so in the event  
11 a letter is necessary it can be sent out right away.  
12           • After we get the bids back we are hoping to get a Caltrans loan on the project. That way we can  
13 conserve our budget cash flow over the years while paying off the fuel tank, compared to just  
14 paying for the whole project up front.  
15

16 **Commissioner Crane:**

- 17           • Having the self-serve fuel island can help during lean years by reducing staff needed while still  
18 being able to access fuel 24 hours a day.  
19           • Discussed Self-service price compared to Full-service having limited hours for full-service and a  
20 minimum charge.  
21

22 **5C. Hangar Waiting List Policy**

23 **Airport Manager Owen:**

- 24  
25           • The reason we are having this discussion is an applicant on the Hangar Waiting List has moved  
26 to the #1 position. This individual does not have an airworthy aircraft and it has not been  
27 airworthy for a long time. The current Hangar Lease Agreement states that the Aircraft must be  
28 airworthy. (Sect. 3) The current Hangar Waiting List Policy gives you 12 months to get aircraft  
29 airworthy. There can be circumstances where the aircraft has been wrecked or damaged and 12  
30 months or so are necessary to make the repairs. The concern with this individual is the only time  
31 he works on the aircraft is when he is threatened with eviction or wants a hangar upgrade. It is  
32 likely when he gets into a Pasco hangar he will not continue to work on the aircraft and that it will  
33 be very difficult to get him back out of the hangar for non-compliance.  
34

35 **Vice Chair Elton:**

- 36           • Asked if the language on the Hangar Waiting List Policy can be changed to read 'it's been  
37 airworthy within the past 12 months.'  
38

39 **Commissioner Beckler:**

- 40           • Talked about a kit aircraft and the 12 month limit.  
41

42 **Commission:**

- 43           • Discussion about kit aircraft and should be about 60% complete before being allowed to occupy a  
44 hangar. What is 60% and how can we monitor the percentages of completion? Pictures of the  
45 aircraft and insurance updates should be used to gage percentage of completeness.  
46

47 **Commissioner Crane:**

- 48           • Is of the opinion that this individual has already surpassed his 12 month allotment of time.  
49           • The signing of a new hangar lease after he is already in breach of the hangar lease would be way  
50 over the line.  
51

52 **Commission:**

- 53           • Discussion on subject.  
54  
55

1 **5D. Removal of Hangars**

2 **Airport Manager Owen:**

- 3
- 4 • Several port a port hangars are past their prime and need to be removed. Tenants can be moved
  - 5 from the worst hangars into other vacant hangars. The Airport will suffer the loss of revenue from
  - 6 the hangars being removed. Over the past few years contractors that were hired advised us that
  - 7 the hangars could not be fixed correctly anymore due to their deteriorated conditions.
  - 8 • The replacement of the hangars is not economically feasible at this time.
- 9

10 **Commission:**

- 11 • Discussion on which hangars need to be removed and what type of hangar should be used to
  - 12 replace them.
- 13

14 **Commissioner Albright:**

- 15 • Asked about a land lease for tenants wanting to build hangars on the empty spots vacated by the
  - 16 removed hangars.
- 17

18 **Airport Manager Owen:**

- 19 • The green hangars in the front row parallel with the taxiway are the ones in the worst condition.
- 20

21 **Commission:**

- 22 • What are the main problems in the hangars? Discussed ways to improve the hangars including
  - 23 the moisture problems.
- 24

25 **REPORTS**

26 **6A. Airport Monthly Financial**

27 **Airport Manager Owen:**

- 28 • Fund balance problem has come back from a negative to a positive.
  - 29 • Revenue sheet shows the past 6 years. This fiscal year 14/15 is a relatively good year. Fiscal
  - 30 year 13/14 was a bad year and fiscal year 12/13 was a very good year due to the forest fires
  - 31 around the county.
- 32

33 **6B. ALP Update**

34 **Airport Manager Owen:**

- 35 • Had meeting with the FAA to submit ALP (Airport Layout Plan) update for their approval. They
- 36 want to see more changes done to the ALP before it is turned in.
- 37 • FAA did not want TWY A1 and future North East parking ramp depicted on the ALP. They are of
- 38 the opinion this project is too far in the future. The consultant for Mead and Hunt will take that
- 39 project off the main ALP and include it on a separate sheet in the ALP package.
- 40 • The FAA will only approve the Runway at a 75-foot width.
- 41 • The 45 degree high speed taxiway is going away and replaced with a new 90 degree taxiway.
- 42 • The extension on the beginning of runway 33 will stay on the ALP for a future project.
- 43 • The FAA is not against us getting more runway length back but the problem is getting the RSA
- 44 (Runway Safety Area) area back far enough due to the buildup of Talmage and Hastings Road.
- 45 • We were hoping to get the Runway design out next year but an approved ALP is necessary
- 46 before you can submit the project. This is going to push us back another year.
- 47 • FAA is interested in giving us two grants. The first is a pavement study grant that is a PMI or
- 48 more in-depth study of the pavement around the Airport. What Caltrans Aeronautical rated our
- 49 pavement at is not a true representation of the condition of the pavement. The FAA is questioning
- 50 why we need a new runway overlay when Caltrans assessed it at a fair condition. With this study
- 51 we can get a true grading of all the pavement on the Airport.
- 52 • The second grant is a Wildlife Study and this grant can be used to replace perimeter fencing to
- 53 keep wildlife off the Airport. The FAA does replace security fencing for wildlife or safety purposes.
- 54 • We have no shovel ready projects addressed on the ALP

- FAA has us on the schedule to update the VASI (Visual Approach Slope Indicator) to PAPI (Precision Approach Path Indicator). The PAPI is just a newer version of the VASI lighting system.
- Start getting shovel ready projects ready so if the runway project cannot happen right away we have another project ready to go.
- In 2020 Runways will be remarked 16/34.

**6C. Fuel Price Resolution**

**Airport Manager Owen:**

- Had this scheduled for the Dec 17<sup>th</sup> City Council meeting but due to a conflict will reschedule it for January 2015. See Attachment #1 and #2 for the resolution.

**Vice Chair Elton:**

- Need to correct \$ signs to be in front of dollar amount on resolution.

**Vice Chair Elton:**

- Need a motion to cancel the regular January Commission meeting.

**M/S Beckler/Albright** to cancel the regular January 6, 2015 Airport Commission meeting. Motion carried (4-0).

**7. AGENDA ITEMS FOR FEBRUARY 2015**

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

**8. COMMISSIONER COMMENTS/STAFF COMMENTS**

**Commissioner Crane:**

- Is of the opinion the new format for the budget is easy to read and we need to lose the PDF files.

**Commissioner Albright:**

- Reviewed the new published GPS departures for runway 15 and how steep the departure is.

**Airport Manager Owen:**

- Reach Air Ambulance has contacted us about relocating here while the process moves forward to move to Willits. Reach would station one helicopter here with the flight crew being stationed off the Airport. This plan is a temporary solution until the problems with the Willits airport can be worked out. Staff has about 10 minutes of paperwork and plans on stationing them on the North West ramp as approved in the Airport Land use Plan.
- We have someone that has expressed interest in building a 100X80 hangar in the North West area and getting subtenants to help defray the cost.

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 7:55 p.m.

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Kenneth Ronk, Recording Secretary