

**UKIAH REGIONAL AIRPORT COMMISSION**  
**December 6<sup>th</sup>, 2016**  
**Minutes**

**COMMISSIONERS PRESENT**

Randal Beckler, Chair  
Don Albright  
Eric Crane  
Bill Beard

**STAFF PRESENT**

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

**COMMISSIONERS ABSENT**

**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 1<sup>st</sup>, 2016

- Motion made to approve Nov. 1<sup>st</sup>, 2016 minutes by Commissioner Albright and 2<sup>nd</sup> by Commissioner Crane.

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

**5. DISCUSSION/ACTION**

**5A. Airport Commission Request To Council**

**Airport Manager Owen:**

- This letter has been prepared by Commissioner Crane and Albright in regards to the Airport Government Charges and there escalating amount.

**Commissioners:**

- Reviewed document and made correction and minor change to letter that will be forwarded to the City Council.
- Motion to approve letter as amended by Commissioner Albright and 2<sup>nd</sup> Commissioner Beard.

**5B. Fuel Tank**

**Airport Manager Owen:**

- Went and did a walk around of the new fuel tank. Everything on the 100ll tank looks good and ready to go. We are just waiting on the concrete slab to be poured then the tank can be placed and power hooked-up.
- We did get Caltrans approval for a loan for the purchase of the fuel tank.

**5C. FAA Grants**

**Airport Manager Owen:**

- Still working on the design grants for the runway overlay project. We have been working with an Independent Fee Assessment consultant that's required for all FAA grant projects. Project still moving forward.

**5D. Airport Maintenance**

**Airport Manager Owen:**

- The one main maintenance issue we are dealing with right now is a group of runway lights that have shorted out. We have had the city electricians helping identify the problem areas. After trouble shooting the lights we had a complete system wide shut down on the runway and taxiway

1 lights. We had to overnight electrical wire to replace the old wire and get the system back up and  
2 running.  
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5 **REPORTS**

6 **6A. Airport Monthly Financial**

7 **Airport Manager Owen:**

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  - This year we have had a slow season for fuel sales. Overall both Jet and Avgas are down.
  - We still have a nice fund balance and with the Caltrans loan we will not have to deplete the fund balance.

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12 **7. AGENDA ITEMS FOR FEBRUARY**

- 13 **A.** New Commissioner Introduction  
14 **B.** Airport Commission Letter Council  
15 **C.** Fuel Tank  
16 **D.** FAA Grants  
17 **E.** Airport Maintenance  
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19 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

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21 **Airport Manager Owen:**

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  - Need to reschedule Commission meeting due to my absence.

23 **Commissioners:**

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  - Discussion on date, rescheduled date to Jan. 17<sup>th</sup>, 2017.
  - Cancel Feb. meeting.

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29 **9. ADJOURNMENT**

30 There being no further business, the meeting adjourned at 6:51p.m.

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Kenneth Ronk, Recording Secretary  
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