

**UKIAH REGIONAL AIRPORT COMMISSION**  
**February 6, 2007**  
**Minutes**

**COMMISSIONERS PRESENT**

Bill Beard, Chair  
Eric Crane  
Ken Fowler

**STAFF PRESENT**

Paul Richey, Airport Manager  
Ken Ronk, Airport Assistant  
Cathy Elawadly, Recording  
Secretary

**COMMISSIONERS ABSENT**

Dottie Deerwester  
Ben Winter

**OTHERS PRESENT**

The Airport Commission meeting was called to order by Chair Beard at 6:30 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-** Paul Richey led the pledge of allegiance.

**Airport Manager Richey** recommended that Commissioner Deerwester's absence be excused based on her written notice stating her reason and the policy established by the Commission concerning absences.

It was the consensus of the Commissioners present that Commissioner Deerwester's absence be excused.

**3. APPROVAL OF MINUTES** – December 5, 2006

**Commissioner Crane** referred to page 4, last paragraph, last sentence, and requested it read, "This approach would also allow the Airport to be in a position to offer land owners an incentive to provide the time required to execute a deal under the new FAA funding system for land acquisition."

**Commissioner Crane** referred to page 7, agenda item 6C, second sentence, change FAA Airway Facility Directory to read, "FAA Airport Facility Directory."

On a Motion by Commissioner Fowler, seconded by Commissioner Crane, it was carried by an all AYE voice vote of the Commissioners present to approve the December 5, 2006 minutes, as amended.

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

No one from the audience came forward.

**5. REPORTS**

**5A. Grant Updates**

**Airport Manager Richey** reported on the grants as follows:

#### Grant No. 7

Has been expended and is now closed. However, there is a \$600 discrepancy and staff is working on correcting this.

#### Grant No. 8

This grant is for the storm drain study and crack sealing. The storm drain study has been completed and after the crack sealing is completed by City crews, this grant can be closed.

#### Grant No. 9

This grant is for the shortfall of funding to the 2002 FAA Infrastructure grant. Former City Engineer Diana Steele will complete expensing out costs on this grant and then the grant can be closed.

The grant writer fees will be paid from Grants 8 and 9 and cannot be closed until this is complete. An alternative would be to request reimbursement before the grant writer fees are actually expended. The FAA does not favor this approach.

Staff has had discussions with Engineer Bill Gin of the FAA about the City possibly paying the cost for the engineering portion relative to the storm drain project. The storm drain project is estimated at 1.2 million dollars and provided the project can be downsized, the FAA would likely be able to grant \$900,000 in funding. The associated condition for this grant funding would be that the bid process, the project, and the grant close-out must be completed in this calendar year. Staff has discussed the matter of the City fronting money for the engineering costs with the City Manager, since there is no guarantee the FAA would be able to reimburse the City for the amount of money fronted. Provided the project can be downsized, staff would be able to request money from the FAA for the engineering portion of the storm drain grant project in addition to funding for the environmental baseline, which can cost between \$30,000 and \$50,000. The FAA will likely require environmental documents for the storm drain grant project. The grant request from the FAA in entitlement monies for the design and environmental baseline for the storm drain improvement project will total approximately \$100,000. The Airport does have approximately \$80,000 in FAA Entitlement money in reserve of which \$150,000 will be appropriated to the Airport this fiscal year. This money could be used for the storm drain project or environmental baseline study, if necessary.

**Airport Manager Richey** stated the City is presently in the process of reviewing its bid procedures for bids \$10,000 or more and it is likely that all associated RFP's as a result of changes will have to be reviewed by City Council making the bid process more time consuming.

**Chair Beard** inquired whether discussions with Bill Gin have been followed-up in writing relative to the storm drain grant project.

**Airport Manager Richey** replied the discussions are typically verbal and he documents what Mr. Gin reiterates in his conversations regarding grant funding for Airport improvements/upgrades/repairs.

#### **5B. Airport Day Update**

**Airport Assistant Ronk** reported the Airport Day committee has been in contact with various agencies relative to static displays and/or willingness to participate such as the CHP, Coast Guard, a well-known car club and other organizations. Plans for the pancake feed are progressing. The committee will continue to meet monthly or more often as the event nears and the members have contacted the Lions Club, a service organization that has coordinated past Airport Fly-In events, for planning and cost information.

#### **5C. Quiet Flying Brochure**

**Airport Manager Richey** referred to the Quiet Fly Brochure that has been updated by the City's I.T. department and asked the Commissioners to provide input or make comments/changes.

**Commissioner Crane** addressed "arrival and departures," "Calm wind runway 15" and inquired whether the "below 5 KTS" notation should be included.

**Airport Manager Richey** has recommended changes to the I.T. department be made to the aerial depiction of the Airport and that arrows be incorporated to identify key areas for clarity purposes. The changes made to the brochure as recommended the Commission is an improvement for assisting users of the Airport to be a good neighbor. Additional changes can be made at the Commission's request at a later date, if necessary. He agreed that "below 5 KTS" should also be likely added to Quiet Flying Procedures, Arrival and Departures section. He proposes to later include inserts to the brochure such as pictures of FBO activities, CDF and Calstar operations and other significant activities/operations/events that occur at the Airport to demonstrate its importance to the community.

The revised brochure will be available to all pilots, other airport users, interested persons, and to the general public.

It was noted that the brochure should also be included in the City's website.

### **6. DISCUSSION/ACTION**

#### **6A. Review of C.I.P.**

**Airport Manager Richey** referred to the 15 year C.I.P. list, and advised that staff is now updating the C.I.P. with the consultant for review by the Commission before submittal to the FAA. He noted any proposed changes must be approved by the FAA and he commented as follows:

- The Airport will request funding for the design aspects and environmental baseline for the storm drain improvement project this year.
- Staff anticipates requesting money for the construction phase of the storm drain next fiscal year.

- Staff questions whether funding would be requested for the Super AWOS for this fiscal year.
- There will likely be date changes to other C.I.P projects relative to feasibility of funding and the likelihood the project can be completed within a particular fiscal year.
- Staff supports a funding request to construct the taxiway connector to the N.E. corner for the 2007-2008 fiscal year.
- The request for monies for purchase of property/aviation easements at the south end of the Airport is targeted for the 2007-2008 fiscal year may be delayed until 2008-2009 fiscal year.

**Commissioner Crane** inquired regarding the likelihood of completing C.I.P., “Adding climbing cages at the Beacon” in the sum of \$50,000.

**Airport Manager Richey** stated the feasibility of the FAA granting funding for this C.I.P. is doubtful.

There was discussion about constructing “cat walks” as a safety measure on the fuel tank.

**Airport Manager Richey** referred to the year requested dates relative to the 15 year C.I.P. for 2005-2019 and stated the FAA reviews the five year C.I.P. annually and the State reviews the 15 year C.I.P. bi-annually.

The Commissioners reviewed the C.I.P. in conjunction with year requested and generally discussed feasibility.

#### **6B. Airport Commission Application**

**It was the consensus of the Commissioners present to defer discussion of this agenda item until Commissioner Deerwester is present.**

#### **6C. Review of Land Acquisition at South End**

**Airport Manager Richey** commented the Commission recently discussed potential future development of road access at the south east corner of Airport property at the new CDF site. There was also discussion regarding future land acquisition in which the Commission has recommended further discussion.

**Airport Manager Richey** has discussed future access through the CDF site with the City Manager and she has recommended that provisions for such access be included in the lease agreement.

**Airport Manager Richey** stated the Commission has discussed the possibility of other agencies purchasing land at the south end of the Airport for resale to the Airport after the FAA has approved of the purchase. The process of land acquisition was much easier when the FAA reimbursed the Airport for land purchases after-the-fact. Sponsors could purchase property and ask the FAA to reimburse them later. The purchase of the Ryan property is an example of this type of transaction. The Commission has discussed the

possibility of the Ukiah Redevelopment Agency (URA) purchasing property at the south end for resale to the Airport. The Airport would then request funding from the FAA to pay back the URA.

**Chair Beard** commented it would likely be important for the City Engineering Department to determine how much property would be necessary if a street is to be constructed for future access purposes at the south end of the Airport.

The Commission further discussed the possibility of the URA purchasing property for resale to the Airport.

**Commissioner Crane** supports the concept of the Airport having "first right of refusal" in the event property becomes available for sale and the measures that would likely have to be taken if this is a viable option.

**Airport Manager Richey** recommended the Commission review the draft budget for fiscal year 2007 for the Airport at the regular April or May meeting where the Commission will have the opportunity to provide input. The Commission can then request money be budgeted so the Airport would have "first right of refusal" for future sale of properties at the south end. While there is no real assurance in this regard, the Airport would be in a better position to negotiate.

There was discussion concerning four parcels at the southwest side of the Airport having the greatest encroachment on the Airport that are considered a priority for future purchase. In the event the properties are available for resale and the property owners grant "first right of refusal", the FAA must approve the purchase. It is important for staff and the Commission to pay close attention to the timeframes in this regard.

#### **6D. Discussion of Airport Entrance Sign**

**Mayor Mari Rodin** has requested staff look into adding/enhancing/replacing the airport entrance sign, including the allowing persons easily find business locations on the Airport, as well as the eventual removal of the A board signs at the front entrance.

**Airport Manager Richey** recommended the Commission discuss whether it would be appropriate to eliminate the A and/or sandwich board signs used for advertisement purposes primarily by the rental car agencies that are located on the lawn area in front of the Airport entrance signs. He further recommended the Commission discuss providing for additional signage at the Airport entrance that would include the individual businesses at the Airport. The Airport has two wall monument signs at the entrance identifying the facility and one port firms and service sign inside the front gate, which identifies businesses at the Airport and their direction. The service sign does not give numbers or tell the distance to a particular business. A business directory could be constructed for this purpose. It is not known how much additional signage would be allowed. Staff would have to review the Sign Ordinance and consult with the City Planning Department staff for this information. Additionally, there is an old wooden Welcome to Ukiah sign at the North entrance, which is no longer in use.

The Commission discussed signage at the Airport as follows:

- The port firms and services sign could be enlarged.
- There could be one sign that only lists the businesses on the Airport and the businesses could pay to have their names listed on the sign to help defer some the cost thereof.
- The old wooden 'Welcome to Ukiah' sign lacks appropriate visibility so improvements could be made to this sign.
- The use of directional arrow signs that lists the businesses may be beneficial. There is an existing sign that lists the businesses for the north and south sides of the Airport and at the top of the sign there is an arrow in each direction indicating whether a particular business is located to the left or the right. Address numbers could be added to this sign for ease of understanding, as well as to make the sign more visible.
- Review of the existing Sign Ordinance is necessary to determine what types of signs are acceptable. Also, the amount of signage allowed is regulated according to the lineal footage along public streets so an analysis would have to be conducted.
- It would be beneficial to make sure all buildings on the Airport are numbered and make sure that all of the businesses listed on the sign at the front entrance physically have a number associated with that particular business. Also, the existing directional arrows can be brightened for ease of visibility.
- It may be beneficial to have a sign indicating the location of emergency services at the Airport.
- It may also be beneficial for each individual business to have a sign giving the address and name of the business/FBO on the building so that a person turning right or left at the Airport entrance can easily find the business/facility.

## **7. COMMISSIONER COMMENTS**

**Commissioner Fowler** asked about the Airport user meeting conducted last night.

**Airport Richey** stated the meeting was informative and well attended.

**Commissioner Fowler** commented on the issue of potentially being required to charge user fees and the detrimental effect it would have on the Airport as a general aviation airport. He recommended airport users and interest persons write a letter to State Congress concerning the negativity that will be generated for general aviation airports if user fees are required.

## **8. STAFF COMMENTS**

**Airport Manager Richey** commented as follows:

- On January 17, 2007, City Council reviewed and approved the Airport fees as recommended by the Airport Commission and a signed resolution was made to this effect. The fees go into effect on March 1, 2007.
- Airport security continues to be an issue at the Airport. Measures may eventually have to be taken to address the problems of vandalism and trespass at the Airport with regard to safety and crime deterrence.

**Commission Crane** noted a white light was inadvertently installed instead of a red light on the far end of Runway 15.

- Staff is changing the taxiway lighting system and plumbing the system through the "PCL" where the taxiway lights would not be "on" all night.
- The Airport fuel inspection has been conducted by the fuel supplier where the fuel trucks, fuel bookkeeping system, and fuel storage area were checked. The Airport fuel operation is rated according to quality control with regard to safety and efficiency.
- The City Manager will be conducting a goals objective meeting as a pre-budget review with every City Department head and City Council.
- The stripes on the runway will be painted to increase pilot visibility.
- In terms of serving on the Airport Commission, three Airport Commissioners reside within the City limits and two Commissioners must reside within the City's Sphere of Influence. At the present time, the City's Sphere of Influence extends from ridge top to ridge top and from Burke Hill to Highway 20. There have been discussions with staff and City Council about potentially downsizing the scope of area relative to the Sphere of Influence for tax sharing reasons with the County, which could have an effect on the complexities for eligibility for the Airport Commission. In the past all applicants were required to reside in the City limits and when it was time to recruit applicants, no one applied or there was only one applicant. If the City's Sphere of Influence were downsized, there may again be a problem with recruitment of Airport Commission applicants.

**9. AGENDA ITEMS FOR NEXT REGULAR MEETING**

1. Grant Updates.
2. Airport Day Update.
3. Discussion of the possibility of increasing power on site and to some of the other hangars.
4. Further discussion of Quiet Flying Procedures brochure.
5. Discussion of legalities for RDA or other agencies to purchase land for resale to the Airport.
6. Status on Hangar list.
7. Discussion of feasibility/site/and type of Hangar development and/or improvements to Port-A-Port hangars for this budget year.

**10. ADJOURNMENT**

There being no further business, the meeting adjourned at 9:11 p.m.

  
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Bill Beard, Chair

  
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Cathy Elawadly, Recording Secretary