JOINT MEETING WITH THE WILLITS AIRPORT COMMISSION
AND
UKIAH REGIONAL AIRPORT COMMISSION
June 6, 2006
Minutes

UKIAH AIRPORT COMMISSIONERS PRESENT
Eric Crane
Dottie Deerwester, Vice-Chair
Ken Fowler
Benjamin Winter

UKIAH AIRPORT COMMISSIONERS ABSENT
Bill Beard, Chair

WILLITS AIRPORT COMMISSIONERS PRESENT
Steve Cameron
Arnie Mello
Gary Miner
David Shelton, Chair

WILLITS AIRPORT COMMISSIONERS ABSENT
Terry Harvey

The Airport Commission meeting was called to order by Vice-Chair Deerwester 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 – Commissioner Winter led the pledge of
   allegiance.

Airport Manager Richey welcomed Willits Assistant City Manager Harden and the Willits
Airport Commissioners. Staff, Airport Commissioners, and others present introduced
themselves.

3. APPROVAL OF MINUTES – May 2, 2006

ON A MOTION by Commissioner Winter, seconded by Commissioner Fowler, it was
carried by an all AYE voice vote of the Commissioners present to approve the May 2,
2006 minutes, as submitted.

Airport Manager Richey advised that agenda item 6D should read “Baker Bros. Lease
Extension” rather than “Parker Bros. Lease Extension.”

Manager Richey requested an emergency item be placed on the agenda for discussion
concerning the decommissioning of one of the Airport’s instrument approach
procedures. It is a matter that will affect all pilots in the general area.

ON A MOTION by Commissioner Fowler, seconded by Commissioner Crane, it was
carried by an all AYE voice vote of the Commissioners present to add an emergency
agenda item concerning the decommissioning of one of the Airport’s instrument approach procedures.

It was noted the new item will be numbered 6A and the other items will be moved down in number accordingly.

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

No one from the audience came forward.

5. **REPORTS**

5A. **Willits Airport Day**

The Ukiah Airport Commission has stated a desire to hold an Airport Day/Fly-In at the Ukiah Regional Airport next year. The joint meeting will be an opportune time to have an open discussion regarding this matter, since Airport Day in Willits is a very successful event.

**Willits Assistant City Manager Marilyn Harden** advised that Airport Day in Willits is a community event and will be held this year on Sunday, August 7. She stated plane/helicopter rides around the Airport were very popular and the cost of the rides are reasonable.

**Willits Commissioner Shelton** commented on Willits Airport Day as follows:

- The primary focus is directed at promoting public relations for the City of Willits. The event is considered an open house and/or airport day for the public to enjoy where from a publicity standpoint the event is not promoted as an air show event.
- Invitations are extended to people around the area to fly-in and exhibit their airplanes. Flyers are also used to promote the event.
- Concession stands are set up for food and drinks. The intent is to increase the food varieties.
- Radio controlled aircraft is one of the special events.
- Recruiting as many volunteers as possible is a key component for a successful event, as the intent is to provide entertainment, as well as provide some aviation-related educational information at an affordable cost.
- There is no admission cost. However, there is a charge for the plane rides and the proceeds go to the pilots.
- Liability insurance is presently covered under the City's policy. However, the EAA chapter sponsored Willits Airport Day in prior years and the event was covered under their insurance. The City of Willits worked with this organization to plan the event. The issue of liability has been reduced since there are no air show acts. Also, FAA approval is not required.
- The planning efforts emphasize that the event be kept as “low-keyed” as possible.

**Airport Manager Richey** addressed Ukiah Airport Day, and stated the event is for the community’s enjoyment and not intended to be a money-making project. Past Fly-In/Air Shows at the Airport were sponsored by service organizations. The Fly-In/Air Show is no longer an annual event due to the tremendous work efforts and cost involved with orchestrating/coordinating it.
Commissioner Deerwester inquired how the City of Willits breaks even in terms of expenses if there is no gate fee or no money received directly from the plane rides where the only income generated is from the concessions.

It was noted most of the necessary items are donated, including the flyers promoting the event.

Airport Manager Richey commented on some of the featured entertainment that may include a static display from Humboldt Bay Coast Guard Station, as they have done in past years. It is likely that CDF would also participate, since they are based on-site provided the event corresponds with their schedule. Calstar is another organization that can participate in the event and provide a demonstration/information to the public concerning their medical rescue operation.

Commissioner Crane inquired if the City of Willits has guidelines/procedures they use to assist with the planning process for the Willits Airport Day.

Marilyn Harden replied a principle key to the success of the event is to divide the various scheduled entertainment activities and/or other relevant activities, including food concessions or other educational/informational booths/kiosks into subcommittees.

5B. Public Access Rules
Airport Manager Richey stated the Willits Airport Commission requested this item be agendized for discussion. He referred to an excerpt of the Ukiah City Code, which regulates public access at the Ukiah Regional Airport.

Marilyn Harden stated incidents have occurred at the Willits Airport concerning unauthorized public access into the air side of the airport, such as people skiing down the runway in the snow this past winter and/or incidents where the public walks down the runways. While the airport operation should be user friendly, public access rules must be in place and enforced for safety/liability reasons. She inquired how the Ukiah Airport addresses this issue. People look for land that is flat and since the Willits Airport is located in the Brooktrails area, public access into airport areas that are restrictive for safety reasons is a problem.

Airport Manager Richey stated the Airport presently has fencing that separates land side from air side so to get from side to side, a person must either go through a gate or building, which limits access with the exception of the area around the Port-A-Port hangars. Most of the pedestrian gates are not locked and the intent is to implement a lock system similar to those of other general aviation airports. The public is allowed to access all the land sides. The Ukiah Airport has more industrial traffic on the air side relevant to the ramp and taxiways than the Willits Airport because of Federal Express and UPS delivering supplies to the various FBO’s. The Ukiah Airport also has a fair amount of traffic for aircraft maintenance purposes. The access gate near the CDF facility is left open during regular business hours. All the gates are closed after business hours. The issue of people taking a shortcut across the Airport runway to go to Wal-Mart is a problem. The Airport has experienced vandalism to the taxiway and runway lights in the past. Some of residences on the south side of the Airport allow their dogs to run freely on Airport property and there have been other incidents of vandalism in this area. It may be that the Willits Airport could construct a trail to encourage people to stay off of...
the taxiway and/or runway areas. Also construction of perimeter fencing discourages public access to air side areas.

It was noted the overall rough terrain/topography of the Willits Airport creates a unique situation relative to layout and access. People must come through the entryway from Poppy Drive. It may be beneficial to move the airport gate up to the property line on the other side of Poppy Drive. Also, the parking lot is located near the entryway and people litter the area and the police department does not patrol the area because of its remoteness. It was further noted it may be beneficial to educate the Brooktrails residents about living near an airport.

Marilyn Harden stated there have been many discussions concerning the feasibility of fencing the entire perimeters of the airport.

5C. Future Projects for Willits and Ukiah

Airport Manager Richey referred to a copy of the Ukiah Airport Goals, Objectives and Issues that was presented to the Ukiah City Council on May 31, 2006. The document provides a brief history of the Airport, a narrative concerning funding sources/grant writing consultant information for the Airport Capital Improvement Program (ACIP), ACIP projects presently in progress, and future ACIP projects.

The Willits Airport ACIP and year requested include the following projects:
- Repair of Slide Area at End of Runway 16 – Phase II (Fiscal year 2007).
- Realignment of Existing Taxiway (Fiscal Year 2007).
- Reconstruction of Portion of Runway to Provide Required Line of Sight (Fiscal Year 2007).
- Construction of Segmental Circle (Fiscal Year 2007).
- Evaluation of Runway Safety Areas (Fiscal Year 2008).
- Update of Airport Layout Plan (Fiscal Year 2008).
- Construction of Turnaround for Runway 34 (Fiscal Year 2009).
- Construction of parallel southerly 2/3’s taxiway – Engineering Design Phase I (Fiscal Year 2009).
- Expend Area Around Hangars (Fiscal Year 2010).
- Construct Security Fencing Around Airport Perimeter (Fiscal Year 2011).

Marilyn Harden commented on current improvement projects as follows:
- Replace the electric pole and runway light system and construct a building to house the electrical systems.
- Repairs will be made to the ramp.

Airport Manager Richey stated the Willits Airport tenants are welcome to use the Ukiah Airport facilities (hangars/tie-downs) at no fee when the Willits Airport is closed for repairs.

A general discussion followed regarding the potential need to trim trees that exceed the line-of-sight height limit on an adjacent property at the Willits Airport in terms of the most effective approach to handle the matter.

Airport Manager Richey addressed the matter of private properties adjacent to the Airport, and stated there have been times when property acquisition, avigation
easements or an agreement with the property owner were necessary and/or an option to improve Airport operations. He commented on the ACIP list and stated property acquisitions and securing avigation easements are a part of this list. ACIP list projects that require approval from the FAA are more problematic because the FAA has very strict regulations for compliance. He recommended the Willits Airport identify conditions/problems/issues that likely require potential improvements to better the operations of the airport, estimate the cost, and add it to the ACIP list.

Commissioner Crane commented on improvement projects to resurfacing of runways/taxiways, potential construction of a runway and associated cost savings, and stated two elements that may be beneficial for projects involving the use or moving of dirt/fill is to make sure the material does not go off-site or come from some other place and the other element is to stock pile reground asphalt in place by grinding and using it as base material.

Airport Manager Richey stated it is his understanding that the FAA does not allow grindings for base material on a runway surface.

Commercial Crane stated reground asphalt is better than "Class II Base."

Airport Manager Richey stated this does not mean the FAA would allow this type of material. If a runway is to be constructed with FAA grant funds, it will be according to FAA specifications/standards.

Further discussion followed regarding runway construction/improvements and how best to proceed with the three-hundred foot overrun areas and trees/vegetation that must be cleared on both ends of the Willits Airport.

5D. Potential Service Organizations

Airport Manager Richey advised that a developer has expressed interest in relocating the Ukiah Airport east of the former Masonite site in a like-for-like facility in exchange for the existing Airport property so the site could potentially be developed with land uses that might better complement/benefit the community. He acknowledged the development potential at the north end of the Airport is limited and the Airport Master Plan is very specific about density as to what types of development can occur within the various compatibility zones. The Willits Airport is remote and does not have to encounter/experience the pressures of increasing property values and push for commercial development. He has been in contact with the Aircraft Owners & Pilots Association (AOPA) concerning the proposed relocation. Mr. Pfeifer, a retiree of the SFO ADO and current consultant working with the AOPA, has indicated the proposed relocation is highly unlikely at the cost suggested by the developer. Also, the FAA has very strict guidelines required on buildings, uses, or moving an airport when FAA funds have been used to purchase or maintain an airport, such as the case at the Ukiah Airport. The Ukiah Airport Advocacy Association (UAAA) has been formulated to represent local pilots and aircraft owners, airport businesses on site and in the surrounding community, employees of businesses on and off the Airport, local service organizations, aviation service organizations such as the FAA, AOPA, CPA MCSAS, local community leaders, and citizens of the City and County in an effort/response to safeguard the Airport from matters that could materially affect its operation and existence such as the pressure from increasing property values and the push to change the current land uses at the Airport. Accordingly, he recommended the Willits Airport consider implementing measures.
and/or encouraging the formulation of an advocacy group to address airport issues in a non-confrontational manner to help safeguard and/or protect the interest of the airport as a valuable asset to the community. It is important for the community to understand what the airport is and what it does.

Further discussion followed regarding the proposed relocation of the Airport, and it was noted that Mr. Pfeifer has prepared a copy of the “Steps Necessary to Open a New Airport” that address FAA regulations/guidelines since any airport sponsor/owner which receives federal funds must follow such guidelines. The process of relocating an airport takes approximately 10 years.

Airport Manager Richey stated the “Smart Growth” group/coalition, which promotes Infill development and the concept of utilizing land to its highest and best use, and its corresponding influence to change the Ukiah Valley Area Plan (UVAP) for the County/City could have an effect on land use in and around the Airport. Therefore, it is important to understand how groups that promote development and maximum utilization of land uses can have a strong influence on the existence of an airport and this is when the UAAA and other related organizations can educate the community about the valuable services the Airport provides to the community.

5E.  Grant Updates

Airport Manager Richey stated the Airport currently has two grants in progress, an FAA Infrastructure Grant and an FAA Entitlement Grant. While the FAA Infrastructure Grant was approved in 2002, the FAA in December 2003 required an update to the Airport Layout Plan, which delayed engineering evaluation and construction for the improvements. Since this time the construction and engineering design costs have significantly increased so there is a shortfall of $150,000 in funding. A grant request has been submitted to the FAA for this shortfall. A bid for construction was awarded in December 2005, and construction was delayed due to a very wet winter with the exception of work that could be done. Staff has been working with Bill Gin of the FAA to coordinate the process and help resolve the issues associated with the grant because the grant officially closes in September 2006. The FAA requests that the work be completed by June 28, 2006, in order to meet the closeout date deadline, which is problematic because of the delay in construction for the improvements.

The FAA Entitlement Grant is for a study and repair/improvements to the storm drain system. The approved storm drain study was prepared by Kimley-Horn that addresses the complete system with recommendations for repairs to the existing system rather than redesigning and/or changing it in order to maintain cost feasibility. The FAA has agreed to continue with the storm drain study Phase One for fiscal year 07 with construction/repairs of the system as Phase Two for fiscal year 08.

Airport Manager Richey addressed the EDA Grant for the new Airport terminal building. Madeline Holtcamp has indicated additional information is needed for the persons reviewing the grant request relative to the total number of acres included for the facility, as well as the number of acres anticipated at buildout for future development. The required letters concerning the number of job created as a result of the proposed facility have been submitted. Also, the application for the loan portion of the grant has been forwarded to Ms. Holtcamp. The loan is through USDA and requires different processing and review than FAA funding.
Airport Manager Richey addressed the issue of development at the Airport, and commented the City is in negotiations with CDF concerning a new facility on the southeast corner of the Airport and beginning negotiations with DHL relative to the former lumber mill site on the northeast corner of the Airport.

6. DISCUSSION/ACTION

6A. Potential Closure of Airport Instrument Approach Procedures

Airport Manager Richey has been advised that the City of Ukiah is on the list of potential closure of airport instrument approach procedures at the Ukiah Airport. He has contacted the FAA and reviewed the website, and noted on page 3 of a letter from the FAA, line no. 54, indicates what the FAA intends to close at the Airport. There are three instrument approaches that include the original VOR approach, RNAV approach that was later added, which is a straight-in approach from the south, and a Localizer approach was implemented to the north in the late 1970s or early 1980s. Since this time, there have been GPS overlay approaches added to both the RNAV and the Localizer approach. He referred to page 2 of a letter the FAA sent to Phil Boyer concerning the potential closures that explains over the past 10 to 15 years, the FAA has significantly increased the number of instrument approach procedures that they have nationally, many of which have been GPS overlay approaches. The FAA does not have the personnel to maintain all or these approaches because of certain aviation system standards. The FAA does flight-check the approaches at least twice a year. He has no knowledge of the paperwork involved after a new approach has been approved and poor usage approaches eliminated. He has reviewed the instrument approach issues with FBO users at the Airport, as well as with other users and agree that the GPS overlay on the RNAV approach is the most widely used system, as the only approach used inbound from the south. Staff recommends the Commission return a letter to the FAA stating they understand the need to close low usage approaches. Furthermore, staff/users recommend closing the RNAV should the FAA desire to close an approach, and leave the GPS overlay approach. Alternatively, if the FAA desires to leave the VOR approach then the GPS approach should be left inbound from the south, as well as the Localizer approach from the north.

Airport Manager Richey stated the Airport is in the proposed FAA budget to have a GPS WAAS approach installed at the Airport.

Commissioner Fowler commented the decommissioning of the VOR approach may not be feasible because the RNAV approach depends upon this approach system.

A general discussion followed regarding which approach procedures are used by the majority of pilots and identified which approach procedures could be decommissioned and which should remain to assist pilots.

Commissioner Crane requested information from the FAA regarding the likelihood of installing a GPS WAAS with clarification as to the specifics of the installation.

Commissioner Deerwester questioned the reason for not having more information from the FAA regarding decommissioning of approach systems at the Airport so as to effectively meet the needs of the public and recommended the motion reflect that the FAA be notified that additional information is being requested about the reason for closing approach systems.

Minutes of the Airport Commission
Page 7
June 6, 2006
Airport Manager Richey commented the FAA is likely concerned with the cost of maintaining an approach because of the required processes involved.

ON A MOTION by Commissioner Fowler, seconded by Commissioner Crane, it was carried by an all AYE voice vote of the Commissioners present to write a letter to the FAA suggesting elimination of the VOR approach and maintaining the GPS RNAV approach procedure and further recommend elimination of the RNAV only, if this can be done, should the FAA desire to close an approach procedure, and to request additional information about why some approach systems are being eliminated, and to request more information regarding the WAAS approach at the Airport.

Recess

6B. Asset Acquisition Fund

Airport Manager Richey stated the Commission reviewed the FY 2006-07 Airport budget and requested specific review of fund item no. 600-5001-711, Asset Acquisition. The Asset Acquisition fund has been in place for several years and it was originally created for the purpose of a potential bulk fuel facility on the east side of the Airport. Budget permitting, appropriations in the sum of $10,000 have been annually set-a-side. If the item is funded this year, the account will have a balance of $40,000, as there have been four installments of $10,000. He has no knowledge whether this account is interest bearing. He referred to the Airport expenditure for fiscal year 2006-07, line item 600.5001.800, and explained that $20,000 in addition to the $10,000 per year in the Asset Acquisition account has been set-a-side under the “Machinery and Equipment” account towards construction of Port-A-Port Hangars. It was the Airport Commission’s request to re-title this sub-account to “Hangar Acquisition.”

Commissioner Crane recommended the account be re-titled to read, “Facilities Acquisition.”

Commissioner Deerwester commented using the generic term “facilities” may be misinterpreted to mean all types of buildings rather than specifically to hangars. The rename should contain the term “hangar” for clarification purposes.

It was the consensus of the Commissioners present to rename the “Port-A-Port sub-account to “Hangar Acquisition.”

Airport Manager Richey recommended the “Asset Acquisition” be left as formulated because this account was requested by City Councilmembers. However, it may be beneficial later in the year to transfer the money in “Asset Acquisition” account to the “Machinery & Equipment” account or vise versa, if necessary.

A general discussion followed regarding the FOD Boss and whether it would be necessary to purchase. Staff explained that the machinery is an effective way to thoroughly clean the runway/taxiways of debris that could damage aircraft.

6B. Max Hartley Road Naming

Airport Manager Richey reported the Commission at the last regular meeting, made recommendations concerning the naming of the service road as follows:

- Road name to be Max Hartley Way.
- Staff contact the business that would be affected.
This item to be taken to City Council as a proclamation.

Staff discuss this with the City Manager.

Staff has contacted the businesses with no negative responses and the City Manager supports the naming of the service road to Max Hartley Way. The Ukiah Plane Talk newsletter contains a background excerpt about the life of Max Hartley and his connection to the Airport.

It was the consensus of the Commissioners present that this item should be a City Council proclamation.

6C. Review Airport Commission Candidates

Airport Manager Richey reported the City Council has agreed to have the Commission review and make a recommendation to Council regarding the upcoming Airport Commission vacancy. The Commission will choose a review date as soon as all the applications have been accepted by the City Clerk.

6D. Baker Bros. Lease Extension

Airport Manager Richey stated Mike Whetzel of Baker Bros./T & M Aviation has contacted staff and requested an extension of his lease, which expires in July 30, 2006. Mr. Whetzel is now principle owner of Baker Bros. Aviation and T & M Aviation so he would be responsible for the lease terms and conditions. This lessee has a first right of refusal or right to extend where the lessee has submitted a written request to extend the lease for five years. Staff reviewed the lease and determined that the lease rate and terms initially established by City Council, as recommended by the City Attorney and Economic Development Director were acceptable. Therefore, staff recommends approval of the lease extension with a majority of the lease agreement terms and conditions to remain the same since the rental rate is acceptable. Staff further recommends that the lessee have an option at the end of this extension to have one more five-year extension contingent upon the terms and conditions at that time. The rental rate should remain the same with the CPI also remaining the same with one exception and this would be when staff changes all the CPI’s for leases to the Bay Area Consumer Price Index. The intent is to use one CPI so they become effective at the same time each year on all of the leases.

For years City policy has allowed City staff to negotiate and approve/sign any leases for tie-downs, individual hangars, and other lease types. There are no specific rules/policies that designate the extent of authority Airport staff has regarding lease negotiations and/or lease extensions at the Airport.

A general discussion followed regarding whether the City Council or the Airport Manager should provide final approval of leases at the Airport with a recommendation from the Airport Commission.

Commissioner Winter commented the issue of lease negotiation and corresponding authority to act on behalf of the City in this regard is likely in the Airport Manager's job description.

Airport Manager Richey commented on his job duties, some of which include that the Airport Manager recommends, negotiates, and administers contracts with private individuals, firms, commercial air-carriers, governmental agencies for the use of Airport
facilities and administers service contracts, concession contracts, and real estate and tenant leases.

Commissioner Deerwester pointed out that the job description does not indicate that the Airport Manager has the authority to finalize leases.

Airport Manager Richey executes regular hangar rental leases, the office leases, and the tie-down leases.

Commissioner Deerwester acknowledged that the practice of authorizing leases appears to be acceptable. However, she questioned whether the practice should be specifically written into the job description rather than an accepted policy because administering leases is not the same as executing/finalizing the document.

Commissioner Winter reiterated the Commission could recommend to the City Council that the lease be extended, as requested, since the lease will not expire until the end of July 2006, as well as recommend in the future that final approval of leases be delegated to the Airport staff.

Commissioner Deerwester does not agree with this recommendation.

Airport Manager Richey suggested reverting to past procedures where the Airport Manager had the authority to renew leases that fell within the periphery of the lease policy provided the lease complied with the Airport land use guidelines, the maximum term of the lease was five years, that the lease pertained to an existing structure, and a lease had an Airport Commission recommendation. The Airport Land Use Plan flowchart indicates Airport staff can finalize some types of leases.

Commissioner Fowler indicated the best approach may be to proceed with the existing lease policy because it is working and the written policies regarding recommending administering and negotiating of leases are essentially subject to interpretation.

On A MOTION by Commissioner Crane, seconded by Commissioner Winter, it was carried by an all AYE voice vote of the Commissioners present to authorize the Airport Manager to extend the T & M Lease, as discussed and as per existing policy.

7. COMMISSIONER COMMENTS
Commissioner Crane stated the UAAA had a fly-out to Willow for a breakfast last weekend.

8. STAFF COMMENTS
Airport Manager Richey will provide the Commission with the close-out status of the FAA Infrastructure Grant.

Commissioner Deerwester recommended cancellation of the regular July 2006 meeting because the meeting falls on the 4th of July holiday.

It was the consensus of the Commission to cancel the regular July 2006 meeting.

9. AGENDA ITEMS FOR NEXT REGULAR MEETING
1. Grant updates.
2. Update on the Chamber Mixer scheduled for September.
3. Website status update.
4. Review of sample Proclamation.
5. Commissioner applications.

10. **ADJOURNMENT**
There being no further business, the meeting adjourned at 9:41 a.m.

Dottie Deerwester, Vice-Chair

Cathy Klawady, Transcriptionist