

**UKIAH REGIONAL AIRPORT COMMISSION
SPECIAL MEETING
June 27, 2006
Minutes**

COMMISSIONERS PRESENT

Bill Beard, Chair
Eric Crane
Dottie Deerwester
Ken Fowler
Benjamin Winter

STAFF PRESENT

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

COMMISSIONERS ABSENT

None

OTHERS PRESENT

None

The Airport Commission meeting was called to order by Chair Beard at 6:36 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

Airport Manager Richey led the pledge of allegiance.

3. APPROVAL OF MINUTES – N/A

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No one from the audience came forward.

5. REPORTS

None

6. DISCUSSION/ACTION

6A. Grant Updates and Recommendation

Airport Manager Richey reported on the EDA grant, and referred to an e-mail from Madeline Holtcamp of EDFC advising that the Airport Terminal Grant request has been rejected. In addition to the grant request from EDA, staff was going through the application process through USDA for the 40 percent of the terminal project that was going to be a loan. There is a grant program through USDA Rural Facilities in which Ms. Holtcamp will review the possibility. Additionally, staff has contacted the Airport grant consultant to review other financial sources besides the traditional FAA funding and staff will report back to the Commission in this regard. Staff has no knowledge at this time whether the Airport Terminal project is feasible in the future.

Mr. Richey advised that initially the Airport Terminal Project was jointly being considered by the EDA with the Orchard Bridge Project. Funding for the Orchard

Bridge Project was awarded, whereas funding for the Airport Terminal Building Project was not.

Commissioner Crane discussed the Airport Terminal Building project with County Board of Supervisor Delbar where he indicated that the Orchard Bridge Project funding may have been separated from the Terminal Building proposal because of the County's interest in moving the project forward. He recommended further review of this matter.

Mr. Richey reported the grant request offer for the shortfall of money in the sum of \$179,550 relative to the FAA Infrastructure Grant for Airport improvements has been received this week. The matter of City Council accepting the grant offer will be agendized for the regular July 19, 2006 Council meeting. He recommends the Commission recommend that the City Council accept the grant offer. A copy of the grant agreement from the FAA to the City of Ukiah, as Sponsor, is included in the staff report.

ON A MOTION by Commissioner Deerwester, seconded by Commissioner Crane, it was carried by an all AYE voice vote of the Commissioners present to recommend the Ukiah City Council accept the FAA Entitlement grant offer in the sum of \$179,550.

Mr. Richey reported on the FAA Improvement Grant projects, and stated the remaining projects include construction of tie-downs in the front area that must be completed according to FAA specifications and similar to the configurations the Airport has had previously, completion of the electric gate on the north side, and other smaller projects. Some of the completed projects include the service road, the manual gates, asphalt/paving for runways/taxiways and ramp area, gutter improvements, and the perimeter fencing. The FAA improvements are almost complete. He stated the closeout date for the FAA Improvement Grant is June 28, 2006, and Bill Gin of the FAA indicated today he was pleased staff has proceeded with the accelerated closeout in which staff has fully complied with the closeout procedures. Preparation of a final grant expenditure report for the Infrastructure Grant can be completed once the shortfall grant funding offer has been accepted by Council, executed by staff, and returned to the FAA.

Commissioner Crane recommended staff e-mail Bill Gin of the FAA confirming the June 27, 2006, verbal discussion between staff and Mr. Gin concerning closeout of the FAA Infrastructure Grant.

Mr. Richey addressed the FAA Entitlement Grant for improvements/repairs to the Airport storm drain system where staff will request grant money in January 2007 for plans/specifications concerning the storm drain system. The FAA has requested the storm drain improvement project be split into phases for funding years 2008 and 2009.

Recess: 6:50 p.m.
Reconvene: 7:03 p.m.

Commissioner Crane recused himself to allow the Commission to review the applications to fill the Airport Commission vacancy.

6B. Review of Airport Commission Applications

Airport Manager Richey addressed the City Council interview process for Commissions/Boards, and reported the Airport Commission has one vacancy. The City Council interviews will be agendized for the regular July 5, 2006 Council meeting. The City Clerk initially received three Airport Commission applications to fill the vacancy, and they include an application from incumbent Commissioner Eric Crane, and applications from Gary Leonard and Jimmy Rickel. However, Gary Leonard withdrew his application, leaving the Commission with two applications to consider.

Airport Manager Richey explained the Commission has the option of recommending one candidate or a multiple of candidates to the City Council from which the Council can make an appointment. In this case, there are only two applications so it may be best to make one recommendation to City Council. Commissioner Deerwester initially suggested with the consensus of the Commissioners that staff consult with the City Manager to ask City Council if the Airport Commission could review the Commission applications and make a recommendation. City Council confirmed that it would be acceptable for the Commission to review the applications and make a recommendation.

Airport Manager Richey reported applicant Rickel met with him concerning serving on the Airport Commission.

Commissioner Deerwester made the following comments concerning the candidates:

- Eric Crane did a very thorough job of responding to the application questions.
- The responses to the application made by Mr. Rickel are short answers that might have been better clarified.

Commissioner Deerwester pointed out that the City of Ukiah Application for Appointment to the Airport Commission contains grammatical errors.

Commissioner Fowler made the following comments concerning the candidates:

- Eric Crane is deserving of serving another term on the Commission, as he has demonstrated an interest in the Airport and its well being.

Chair Beard made the following comments concerning the candidates:

- It is somewhat awkward to make a recommendation when there are so few candidates, one of which is an incumbent. Incumbent Eric Crane has been very good for the Commission because he is genuinely interested in the Airport and with serving on the Commission. He also provides quality input. His responses to the application questions were well presented.
- The application submitted by Jimmy Rickel is somewhat vague, which makes him question whether Mr. Rickel is really interested in serving on the Commission.
- The Commission could make candidate recommendations in number sequence beginning with their first choice. He suggested making one recommendation because there are only two applicants.

Commissioner Winter made the following comments concerning the candidates:

- The response to application question no. 12 made by Mr. Rickel should likely read "incompatible land use" rather than "compatible land use."

It was the consensus of the Commission to agree that just because a person has previously served on the Commission does not automatically imply that this person is the most deserving and that the applications should be reviewed based on merit and/or how well the questions were answered.

ON A MOTION by Commissioner Fowler, seconded by Commissioner Winter, it was carried by an all AYE voice vote of the Commissioners present to recommend the City Council appoint Eric Crane to fill the Airport Commission vacancy.

7. COMMISSONER COMMENTS

There were no Commission comments.

8. STAFF COMMENTS

Airport Manager Richey asked Commissioner Deerwester if she would assist him with preparing the Proclamation concerning the naming of a road at the Airport after Max Harley.

Commissioner Deerwester replied "yes," and she suggested an appropriate date.

Airport Manager Richey advised that he will meet with DGS and Community Services Director Sangiacomo regarding CDF lease negotiations on July 19, 2006.

Airport Manager Richey made a presentation about the Airport at the Chamber of Commerce breakfast today. Additionally, CDF made a presentation about their operation and Chris Stone made a presentation about his proposed relocation of the Airport.

Airport Manager Richey reported he will be on vacation for two weeks beginning June 29, 2006.

9. AGENDA ITEMS FOR THE AUGUST REGULAR MEETING

1. Grant updates
2. Airport Day at the Ukiah Airport
3. City Website
4. Election of Officers

It was noted the subcommittee members for the Ukiah Airport Day will meet in July 2006.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 7:52 p.m.


Bill Beard, Chair


Cathy Elawadly, Recording Secretary