

**UKIAH REGIONAL AIRPORT COMMISSION**  
**August 1, 2006**  
**Minutes**

**COMMISSIONERS PRESENT**

Eric Crane  
Dottie Deerwester, Vice Chair  
Ken Fowler  
Benjamin Winter

**STAFF PRESENT**

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

**COMMISSIONERS ABSENT**

Bill Beard, Chair

**OTHERS PRESENT**

Jim Mason

The Airport Commission meeting was called to order by Vice Chair Deerwester at 6:37 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.

**3. APPROVAL OF MINUTES – June 6, 2006 & June 27, 2006**

It was the consensus of the Commissioners present to defer the June 6, 2006 and June 27, 2006 minutes to the next regular meeting.

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

**Jim Mason** referred to the proposed Proclamation of the Ukiah City Council concerning naming a road at the Ukiah Airport after Max Hartley, and while it is nicely written, he recommended adding language to reflect more of Max Hartley's considerable/honorable contributions to his country, community, and the Ukiah Regional Airport.

It was the consensus of the Commission to discuss agenda item 7A.

**Mr. Mason** discussed many of Max Hartley's significant contributions some of which include:

- Mr. Hartley was an aeronautical engineer and he worked on the Boeing 314, the B17, the B29, the B47, which was the first jet bomber in the US Air Force arsenal, and the F104.
- He was a field engineer and highly skilled mechanic with Boeing in England during World War II and assessed battle damage. He was called a "technical representative" from the Eighth Air Force.
- He was regarded as an aeronautical consultant by other highly respected and important aeronautical engineers.

- He was an expert/exceptional pilot, flight instructor for private and commercial pilots, a crop duster, including a graceful aerobatic performer, a very capable businessman, and a person with many amiable qualities and professional expertise.

There was discussion regarding other relevant information about Mr. Hartley's life and career that could be added.

**Mr. Richey** complimented Vice Chair Deerwester for her draft of the Max Hartley Proclamation, and stated the document is limited to one page so it is difficult to include all of Mr. Hartley's life-time achievements/accomplishments and contributions to society. He recommended working on the format to provide for a better fit so that more information could be added.

**Vice Chair Deerwester** noted persons that knew Mr. Hartley well and his level of achievements can share this information publicly when the Proclamation is read at the City Council meeting. Also, the formal dedication ceremony and naming of the roadway at the September 28 Chamber Mixer will provide another opportunity for persons to speak on behalf of Mr. Hartley.

**Mr. Richey** added there are likely persons who worked directly with Mr. Hartley at the Airport, including family members that may desire to speak personally about him.

A general discussion followed regarding the appropriate date for the Proclamation to be presented to effectively be coordinated with the Chamber Mixer and City Council meeting schedule.

**Mr. Richey** commented the regular City Council meeting date of September 20, 2006, would be the most feasible to allow for sufficient time to appropriately modify the document, to contact family members, include the information in the monthly billing statement, and for the Commission to review and make comments.

## 5. ELECTION OF OFFICERS

**ON A MOTION** by Commissioner Fowler, seconded by Commissioner Crane, it was carried by an all AYE voice vote of the Commissioners present to nominate and elect Bill Beard Chair of the Ukiah Airport Commission.

**ON A MOTION** by Commissioner Fowler, seconded by Commissioner Crane, it was carried by an all AYE voice vote of the Commissioners present to nominate and elect Dottie Deerwester Vice Chair of the Ukiah Airport Commission.

## 6. REPORTS

### 6A. **Grant Updates**

**Mr. Richey** reported on the following Airport grants:

- FAA Infrastructure Grant, 3-06-0268-06, in the sum of \$376,790.

Bill Gin of the FAA ADO office in San Francisco initially advised staff that the work for this grant must be completed by June 30, 2006, whereby the FAA in its discussions with Airport staff later determined this was not possible. The Account Information Report included in the staff report for this agenda item demonstrates the grant money for infrastructure improvements was deposited to the Airport account. Accordingly, the FAA requested the Airport do an early close-out to coincide with the June 30, 2006 deadline date, whereby Airport staff would request reimbursement for the remaining amounts in the grant before the work is completed, which is essentially asking for reimbursement for funds that have not yet been spent. Staff addressed the work projects still in progress, as well as some project changes in connection with storm drain channels that were corrected.

**Eric Crane** stated the construction crews working on the improvement projects were complimentary of staff and the working support they received.

- FAA Entitlement Grant, 3-06-0268-09, in the sum of \$179,550.

This grant appropriation is for the shortfall of funding necessary to complete the FAA Infrastructure Improvement projects and the funding was approved by City Council.

- FAA Entitlement Grant, 3-06-0268-08, in the sum of \$115,000.

This grant appropriation is for engineering studies/evaluation and some improvements to the existing storm drain system at the Airport. All that this grant requires in terms of administration is to complete the final report and finish the crack sealing of the runway.

Staff will request grant appropriations from the FAA in January 2007 for plans, specifications, and design work of the construction portion of the storm drain system and will request further grant appropriations in January 2008 for the construction portion of this system. The FAA has requested the storm drain system improvements/repairs be completed in phases.

**Mr. Richey** advised that most of the entitlement monies in the AIP have been retained. Although funding for this program has been cut, Congress has reinstated most of the funding.

#### **6B. Budget Updates**

**Mr. Richey** addressed the budget and minor changes made at the budget hearings as follows:

- Capital Expenditures, 800 Machinery & Equipment, the Commission requested the language be changed from the Port-a-Port to Hangar Acquisition. The Council approved this recommended change.
- Salaries & Benefits, 111 Salaries, Non-regular, staff requested a change concerning the seasonal worker that have been approved by the City Manager and Council. This position has typically been seasonal/ 250-hours/on-call. It became apparent that this position in terms of effectiveness requires review and possible changes. Moreover, the Airport has need for a landscape person having knowledge of irrigation systems to augment and maintain the landscaping features/systems whereby Staff recommended to the City Manager that the City hire a person with landscaping/irrigation/horticulture expertise/experience. The objective is to use up the existing 250 hours and change the number of hours for this position to 900 relative to budget fiscal year 2006-07.

A general discussion followed regarding the feasibility in terms of costs of hiring a seasonal worker to manage the landscaping at the Airport.

**Commissioner Crane** inquired whether other City departments could assist with landscaping needs at Airport.

**Commissioner Deerwester** suggested, as an alternative option, for the Airport to purchase the necessary materials/vegetation to assist with Airport landscaping necessities/maintenance from the 690 account (supplies) and allow Mendocino College horticulture students to provide the labor whereby the work is completed and the students can receive college credits and document the experience on their resumes. This may be a cost savings mechanism to consider.

**Mr. Richey** will review this recommended matter.

Staff recommended 1,000 hours for the seasonal worker position and 900 hours was approved by the City Manager and subsequently by Council for this budget year.

A general discussion followed regarding the potential need at some point in the future of budgeting for airport security either with hiring a security person and/or with purchasing equipment.

- Operations & Maintenance, 305 Building/Grounds Maintenance, the Pavement Maintenance Program was increased from \$15,000 to \$20,000 and the Building Maintenance Program was also increased from \$15,000 to \$20,000.

**Mr. Richey** stated the Gordon Air Service hangar has many problems, including roofing problems that must be repaired, which is an example why the Building Maintenance Program is so important.

A general discussion followed regarding relocation of Calstar to another area of the Airport in terms cost effectiveness and with utilizing land to its best and highest use.

**Commissioner Crane** inquired regarding the feasibility of co-locating Calstar with CDF and whether this would be an option.

**Mr. Richey** stated this may be a possible consideration for the future after the use permit expires.

- 451 Aviation Fuels and Lubricants, there was an increase in expenses for Jet-A fuel and Avgas that will likely be offset by anticipated increases in fuel sales for budget year 2006-07.

**Commissioner Deerwester** pointed out that the "690 Supplies and Equipment" has an approximate six percent decrease than what was requested versus what was recommended.

Staff acknowledged that some equipment requested was not approved by Council. Office Furniture in the sum of \$1,000 was requested and approved for improvements to the pilot lounge. Staff will review other specific changes made to the budget for this line item.

A general discussion followed regarding the feasibility of allowing the terminal building doors to remain unlocked for pilots for a period of time in the evening. Staff will review this matter.

It was noted that Council had questions concerning the staff's recommended purchase of a FOD Boss to clear taxiway/runway debris included in line item 800 in the sum of \$7,000.

**Commissioner Crane** questioned whether the purchase of a FOD Boss was necessary since the City street sweeper can clean debris. He stated the equipment is expensive and expressed concern as to the cost to benefit regarding the necessity of the device.

**Commissioner Deerwester** stated the equipment would act as a liability prevention for claims made to damaged aircraft caused from flying debris.

Staff acknowledged that there have been relatively few claims regarding damaged aircraft over the years.

**Commissioner Deerwester** stated the Commission discussed the purchase of a FOD Boss and recommended Council approve this budget item. Council approved the allowance in the budget for such a purchase.

**Commissioner Fowler** inquired whether staff could purchase a used FOD Boss. Staff noted that a budget amendment can be made at a later date should the Commission desire to apply the budgeted amount for hangar repairs and/or other expenditure line item. Staff will review whether a used FOD Boss is possible. Staff further noted while budgeting for building maintenance is a process, it is valuable because the program budgets for necessary building repairs.

**Commissioner Crane** recommended further discussion concerning the purchase of a FOD Boss at the next regular Commission meeting.

#### **6C. City Website Update**

It was the consensus of the Commission to defer discussion of this agenda item to next regular meeting.

#### **6D. Airport Chamber Mixer Update**

Staff noted that Dottie Deerwester has been planning the next Chamber of Commerce Mixer.

**Commissioner Deerwester** stated the Airport Chamber Mixer is Thursday, September 28, 2006, and the theme is "Travel." Not many businesses on the Airport are Chamber of Commerce members and this is an issue. The objective is to conduct the Mixer at the Don Albright Hangar and the problem with this plan is that Mr. Albright is not a Chamber of Commerce member. She supports having the Mixer and the Max Hartley street proclamation activities at the Albright hangar. However, Mr. Albright must be a Chamber of Commerce member. Hosting the Mixer in the Albright Hangar would essentially promote his business. The alternative choice would be to host the event in the Airport terminal.

**Commissioner Deerwester** explained the intent of Chamber Mixers is to focus/promote the many Chamber of Commerce business members. The new plan for hosting mixers allows the many business members to participate in the event by donating raffle items, money, food/beverages and other relevant amenities as opposed to the former plan where only a few members were responsible for planning and bearing the cost of the event.

**Commissioner Deerwester** addressed the matter of entertainment/activities and she will contact Calstar concerning a static display of its operation. She explained that a "greeter" would be available as people come through the door.

There was discussion concerning the feasibility of offering of helicopter rides and use of a City vehicle for access around the Airport. Staff will review these matters for further discussion.

**Commissioner Deerwester** noted that additional tables and chairs would be necessary.

**Mr. Richey** offered to provide tables and chairs.

## **7. DISCUSSION/ACTION**

### **7B. Albright Hangar**

**Mr. Richey** reported Mr. Albright has requested a 10-year extension of his lease in his letter to staff, dated July 15, 2006.

The lease can be extended by the following ways:

- Ask for a 10-year, bring it to the Commission for discussion and after approval, take the request to the City Council for approval.
- Ask staff for a five-year extension per the guidelines authorizing the extension at staff level, and get approval from the Airport Commission and Airport Manager.

**Mr. Richey** has asked the City Attorney to review the current lease and to comment on the proposed extension in terms of whether this can be accomplished "in-house" by the Airport Manager. Mr. Albright would be amenable to a five-year extension.

**Commissioner Deerwester** requested that this matter be deferred to the next regular meeting so that the Commissioners would have an opportunity to review the terms of the lease.

**Commissioner Crane** acknowledged while Mr. Albright repaired/renovated the hangar at his expense, the hangar exists on Airport land. He commented it may not be advantageous for the Airport to extend the lease for a significant period of time in the event another use or facility is proposed for this portion of the property that would better serve the airport.

**Mr. Richey** stated CPI increase will continue to occur annually in the event of an extension.

## **8. COMMISSIONER COMMENTS**

**Commissioner Crane** recommended discussion of the City Corporation Yard at the next regular meeting.

## **9. STAFF COMMENTS**

**Mr. Richey** commented the Department of General Services (DGS) will conduct a general hearing as one of their EIR requirements for the CDF project on August 8, 2006 between 4:00 and 6:00 p.m. at the Ukiah Municipal Airport. The intent is

to invite the public/neighbors to attend for the purpose of explaining the proposed relocation project.

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

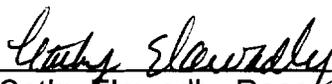
1. Airport Day
2. Chamber Mixer Update
3. City Website update
4. Albright Hangar extension
5. City Corporation Yard
6. Introduction of new part-time employee
7. Purchase of a FOD Boss

It was the consensus of the Commission to have the regular September meeting on August 29, 2006, due to upcoming City holidays in early September.

**11. ADJOURNMENT**

There being no further business, the meeting adjourned at 8:56 p.m.

  
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Dottie Deerwester, Vice Chair

  
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Cathy Elawadly, Recording Secretary