

UKIAH REGIONAL AIRPORT COMMISSION
November 7, 2006
Minutes

COMMISSIONERS PRESENT

Bill Beard, Chair
Dottie Deerwester, Vice Chair
Eric Crane
Ben Winter

STAFF PRESENT

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

COMMISSIONERS ABSENT

Ken Fowler

OTHERS PRESENT

None

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

Commission Crane recommended the following changes to the June 6, 2007 minutes:

Page 7, change all references to "ARNAV approach" to "**RNAV** approach."

Page 7, paragraph 6 reads, "Commissioner Crane requested information from the FAA regarding the likelihood of installing a GPS WAAS with clarification as to the purpose," be changed to read, "Commissioner Crane requested information from the FAA regarding the likelihood of installing a GPS WAAS with clarification as **to the specifics of the installation.**"

Vice Chair Deerwester recommended the following change:

Paragraph 6, change sentence that reads, However, there is a charge for the plane rides that go the pilots," be changes to read, "However, there is a charge for the planes rides **and the proceeds** go to the pilots."

On a motion by Commissioner Crane, seconded by Winter, it was carried by an all AYE voice vote of the Commissioners present to approve the June 6, 2006 minutes, as amended.

Commissioner Crane recommended the following changes to the June 27, 2006 minutes:

Page 2, second paragraph, first sentence reads, "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 approved because of the County's interest in the project," be amended to read, "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**.

Page 3, second paragraph reads, "Commissioner Crane recused himself to allow the Commission to review his application to fill an Airport Commission vacancy," be amended to read, "Commissioner Crane recused himself to allow the Commission to review **the applications** to fill **the** Airport Commission vacancy."

On a Motion by Commissioner Crane, seconded by Commissioner Winter, it was carried by an all AYE voice vote of the Commissioners present to approve the June 27, 2006 minutes, as amended.

Commissioner Crane recommended the following changes to the October 3, 2006 minutes:

Page 3, paragraph 4, strike an apostrophe before the word "by."

Page 4, paragraph 2, amend the paragraph to read, "Commissioner Fowler inquired whether the ACA conference included discussions about the availability of AV-gas. The use of AV-gas requires that there be lead added to the product and this is the reason for potential problems of availability. The Airport uses little of this type of gas."

On a Motion by Commissioner Crane, seconded by Commissioner Winter, it was carried by an all AYE voice vote of the Commissioners present to approve the October 3, 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 Airport grants as follows:

- 2002 FAA Infrastructure Grant in the sum of \$715,500.

The work has been completed and the Notice of Completion has been approved by City Council. The FAA requested an accelerated close-out and the paperwork, including the 10 percent retention payment is in progress. One issue that needs to be resolved before the grant is closed involves a storm drain on the north side near the new ramp area. The FAA will address this matter with staff tomorrow when a representative visits the Airport. The 2006 FAA Entitlement Grant in the sum of \$179,000 will take care of the shortfall of funding for this grant, which includes administrative and engineering expenses.

5B. Airport Day Update

Vice Chair Deerwester reported the subcommittee for the Airport Day event met last month and will continue to meet monthly and possibly more often as the event nears. The primary intent at this point is to prepare a budget, discuss the activities, and address the issue of liability insurance.

Airport Manager Richey stated the City would likely be able to sponsor the event under the City's umbrella insurance policy. The City of Willits sponsors Airport Day in Willits under its umbrella policy. All vendors must have a certificate of liability, including naming the City of Ukiah as additionally insured. The event is considered an Airport Day and/or family-oriented event similar to the annual City Pumpkinfest and not an air show with acrobatic acts and the serving of alcohol beverages where the risk of liability would be greater.

Vice Chair Deerwester is working on formulating a souvenir in the form of a booklet that shows pictures of vintage planes and other information/pictures that make the day memorable.

A general discussion followed regarding cost factors for the event, as well as a discussion of possible activities.

Airport Manager Richey stated the Airport should likely incur, as a courtesy, some of the fuel costs for pilots displaying their vintage planes. Raffleing for prizes, including raffleing for a designated amount of fuel could be part of the activities.

Vice Chair Deerwester stated the subcommittee discussed how long the event should be and noted the number of activities planned should effectively fill the length of time of the event. She noted the hay bail rides was a popular activity at the recent Chamber of Commerce mixer and this would likely be an activity the public would also enjoy for Airport Day. She encourages receiving input from the Commissioners and/or other persons having experience with the planning of this event to e-mail her with information and suggestions in order to expand on the plans. Costs can be reasonably maintained by having vendors/participants and other persons with booths/displays pay their own expenses.

There was discussion regarding parking accommodations and whether parking fees should be charged as was the policy for past Airport Air shows. There was also discussion regarding having a controlled shuttle service to bring people to the event. A "crowded line" should be allowed and maintained by persons in uniform.

5C. Commission Attendance Policy

Airport Manager Richey stated the Commission recommended staff research the City Code regarding the attendance policy pertinent to Airport Commissioners. He referred to Code section 1201 that states, "Any member of a commission or board who fails to attend three meetings in any consecutive four month period without the approval of the

- 2003 FAA Infrastructure Grant in the sum of \$180,000.

The Airport purchased property for large hangar development and grant funding for payment of this purchase was requested. The FAA approved the funding request. During the creation and processing of the Airport Land Use Plan (ALP), Mr. Gin of the FAA desired to move some monies inter-grant and use a portion of this money to pay for the ALP document. While the land purchase transaction has been completed, closing paperwork is in progress.

- 2005 Entitlement Grant in the sum of \$114,285.

The grant appropriation was for the storm drain study and crack sealing at the Airport. The storm drain study has been completed and most of the monies for the storm drain portion of the grant have been expended. The FAA has requested that an environmental document be prepared for this grant to comply with NEPA requirements. There is not sufficient funding available to complete the document to the extent the FAA desires. Staff will discuss this matter with the FAA on how to proceed and whether the grant should be closed out and use next year's grant funding to complete the environment study.

- 2006 Entitlement Grant in the sum of \$179,000.

This grant money is tied to the 2002 FAA Infrastructure Grant for the shortfall of funding.

Airport Manager Richey anticipates that the above grants will be closed out by the first of the year. Staff will request Entitlement Grant appropriations from the FAA in January 2007 for storm drain plans and specifications and funding in 2008 for construction, which totals approximately one million dollars.

Chair Beard inquired regarding the environmental study for the storm drain system, and why this was requested.

Airport Manager Richey stated the request came from another division of the FAA ADO office rather than from the FAA consulting engineer for the Airport. An environmental assessment is typically requested for any grant monies expended at airports. There is money available to complete an airport-wide general environmental assessment, which the FAA would fund. While a general assessment identifies major issues, it is not as comprehensive as an Initial Study.

Airport Manager Richey stated the FAA annually funds for entitlement program money in the sum of \$150,000 per general aviation airport until next year when Congress has to renew/reauthorize the funding. Since the 2002 FAA Infrastructure grant was approved, the FAA has increased the percentage amount that it funds from 90 percent to approximately 95 percent and the State participates/funds at five percent. However, Caltrans is now proposing to fund at 2.5 percent rather than 5 percent.

A general discussion followed regarding the need for staff/Commission to review the federal and state CIP's early next year. The federal CIP for the Airport is for five years and reviewed/revised annually whereas the State CIP is for 20 years and review/revised bi-annually.

commission or board shall be deemed vacant. The City Council shall fill the resulting vacancy as any other vacancy thereon." The Code section does not address the issue of excused/unexcused absences nor define how such absences should be handled. Typically, a Commissioner notifies staff that he/she would not be able to attend a meeting.

A general discussion followed regarding the definition of "consecutive" in the Code section with reference to "three meetings in any consecutive four month period."

Vice Chair Deerwester recommended the minutes reflect that the Commission desires for staff to be the contact person when Commissioners plan to be absent as opposed to a Commissioner contacting the Chair or Vice Chair to advise of a planned absence.

Airport Manager Richey referred to City Code section 1104 that addresses "Meetings," "Rules," and "Record" that states, "The Commission shall hold at least one regular meeting each month. It shall adopt rules for the transaction of business and shall keep a record of its transactions, findings and recommendations, which record shall be a public record," and stated this section may allow the Commission some flexibility to establish policy relative to making the contact person a staff member for planned absences.

Chair Beard noted it was the consensus of the Commission to delegate the responsibility of reporting/documenting anticipated absences for regularly scheduled Airport Commission meetings to the Airport Manager.

Commissioner Crane recommended the matter of Commissioner absences be agendaized as a discussion/action item.

On a Motion by **Commissioner Crane**, seconded by **Commissioner Winter**, it was carried by an all AYE voice vote of the Commissioners present to continue discussion of agenda item 5C as a discussion/action item because of questions regarding City Code sections 1201 and 1104.

6. DISCUSSION/ACTION

6A. Airport User Fees

Airport Manager Richey stated, when he became manager, the User fees at that time had been static for eight years. The Airport Commission recommended a cost of living increase, which was approved. Staff advised that User fees would be reviewed every two years for cost of living increases and any other changes that may be appropriate. Staff recommends that in order to have fees increased by January 2007, the Commission needs to review and make a recommendation to Council so the matter can be presented to Council before the holidays. If the proposed fee schedule is adopted, Airport revenue will increase approximately \$7,000 per year.

Airport Manager Richey referred to the proposed User fee schedule dated October 2006, and noted most of the fees reflect a six percent increase based on percentage calculations and rounded to the highest dollar except for the fees shown by asterisk. Most of the User fees are below market rate.

The proposed User fees discussion includes the following:

- Tie Down - per night and Tie Down - per month are shown by asterisk and the fee increase calculations are based on cost comparisons with other general aviation airports. These fees are below the average rate.
Airport Manager Richey does not support increasing the monthly Tie Down fees from \$38 to \$40 because this fee would very close to the Open Hangar fee of \$60 per month.
- Operation Fees are shown by asterisk and staff's intent is to keep the fees as simple as possible in terms of bookkeeping time. The method for calculating operation fees vary from airport to airport. Staff recommends an increase from \$128 to \$140.
- Landing Fees – The standard policy has been to charge \$1.75 per 1,000 pounds for aircraft 12,500 pounds or greater. The reason for this threshold is because an individual must be type-rated in an aircraft that exceeds this weight, whereby the aircraft is considered business class.

Staff recommends application of the \$1.75 per 1,000 to a lower weight to reflect a more reasonable/cost effective approach to offset the time involved with paperwork. Also, the number of aircraft in the 10,000 to 12,000 weight range has increased. Many of the manufacturers are now building commercial aircraft to stay below the 12,500 pound threshold in order for pilots to avoid having to be type-rated. Therefore, staff recommends the Commission lower the threshold to 10,000 or lower, as opposed to the current standard of 12,500 pounds. Staff also recommends establishing a minimum fee once the individual meets the established threshold weight. The proposed landing fees would not affect CDF, since the landing fees for CDF were increased earlier this year because of the conversion to a heavier aircraft.

A general discussion followed whether to lower the weight threshold to 8,000 pounds.

Airport Assistant Ronk has observed that pilots do not have a problem paying landing fees. However, people do have a problem paying for a night tie down, especially after purchasing fuel, and staff is flexible about charging the \$5 night tie down fee in instances where a substantial amount of fuel was purchased.

Airport Manager Richey stated there is purview in the City Code that allows staff to waive tie-down fees.

- Rental Car Parking per month is shown by asterisk, and the two rental car operations are charged per square feet for the office space they rent. They are also charged an average fee of \$6 per car per month to avoid having to routinely assess the parking lot. Staff is recommending the fee be increased from \$6 per car per month to \$10. Airports use varying methods for calculating rental car parking fees. Staff proposes to base its fee calculations on a minimum of 15 cars.

A general discussion followed regarding rental car parking, and Airport Manager Richey stated the majority of people that rent cars do not leave a vehicle. The lease agreement for the rental car companies states the Airport is required to provide parking for the tenants, employees, and the tenant's clientele. The clientele are not charged a fee.

Airport Manager Richey stated the most effective approach would be to set the User fees for rental car parking on an average number of cars rented based on an estimate and at dedicated dollar amount.

- Vehicle Parking per month is shown by asterisk and increased from \$25 to \$30.
- Office space – Both car rental facilities have small office spaces. Rental office space is proposed to increase from \$.87 per square feet to \$.92 per square feet.
- Twin Hangar – The last User fee increase in 2005 was less than the CPI rate, and the recommended increase for 2006 is from \$165 to \$175.

Commissioner Fowler suggested review of the User fee proposed for Twin Hangars.

Vice Chair Deerwester supports basing fee increases for hangars on their size. She noted however, if, for instance, the Pasco Hangars are in better condition and nicer overall than some of the other types of hangars, it may be more appropriate to base the fees on a percentage at market rate and at a higher fee in comparison to the other hangars.

Airport Manager Richey noted the fees for hangars should also reflect the type of shelter provided, condition of the hangar, in addition to the size. The User fees do not reflect market rate and this has been a policy the City has used over the years.

Commissioner Crane pointed out the fees for hangars that are in better condition and more desirable are likely closer to market rate, while the fees for other hangars are likely closer to the "local" market rate, especially those hangars that periodically become vacant.

There was discussion regarding the size of the Old Redwood Hangar and Shop Building #2 for comparison purposes to the other types of hangars and the corresponding proposed User fee increases.

Airport Manager Richey noted the Airport has vacancies for the Open and Port-a-Port Hangars.

A general discussion followed regarding the most effective and reasonable/fair approach to incrementally adjusting the User fees according to the various types, condition, and size of the hangars.

It was the consensus of the Commissioners present to recommend a User fee of \$140 rather than \$133 for the Pasco Hangar (900 sq. ft.) and \$155 rather

than \$146 for the Pasco Hangar (1,000 sq. ft.) The Twin Hangar User fee would remain at \$175, as recommended by staff.

There was discussion regarding the issue of raising hangar fees where repairs are needed. Staff recommended that the bulk or all of revenue generated from the increases be put into the Building Maintenance Program account.

A lengthy discussion followed regarding the most feasible/fair method for calculating the Landing fees.

The Commission discussed charging a flat rate fee of \$10 for aircraft 8,000 to 12,500 pounds and charge \$1.75 per 1,000 for weight in excess of 12,500 pounds and no Landing fee for weight under 8,000 pounds.

It was the consensus of the Commission to recommend charging a flat rate landing fee of \$10 for weight 8,000 pounds and heavier up to 12,500 pounds or apply the existing policy formula of \$1.75 per 1,000 for weight of 12,500 pounds or greater, whichever is higher. In other words, charge a \$10 minimum fee or use the policy formula, whichever is higher.

On a Motion by Commissioner Winter, seconded by Commissioner Crane, it was carried by an all AYE voice vote of the Commissioners present to approve the Airport User fees, as amended.

6B. Noise Abatement Policy

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

7. COMMISSIONER COMMENTS

Vice Chair Deerwester commented that December 2, 2006 is Small Town Christmas at the Airport. She continues to receive positive comments regarding the recent Chamber Mixer held at the Airport.

Commissioner Winter briefly commented on his recent wedding.

8. STAFF COMMENTS

Airport Assistant Ronk commented that Tuesday, December 12, 2006, is the Airport annual Christmas party.

Airport Manager Richey commented as follows:

- The slurry sealing of both parking lots has been completed and the area on the south side presently has 10-foot wide parking stalls.
- The part-time Airport Grounds Keeper position is now in recruitment.
- FAA representatives from the San Francisco District Office will meet with staff on Thursday.

- The Grand Jury will tour the Airport on Friday.
- The CDF lease is still in the negotiation process.

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

1. Grant Updates
2. Discussion and possible action to cancel the January 2007 regular meeting
3. Discussion of Noise Abatement Policy
4. CDF Lease update
5. Discussion of State and federal CIP
6. Airport Day Update
7. Airport Commission Terms
8. Airport Commission Attendance Policy

10. **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:37 p.m.



Bill Beard, Chair



Cathy Elawadly, Recording Secretary