

UKIAH REGIONAL AIRPORT COMMISSION
December 5, 2006
Minutes

COMMISSIONERS PRESENT

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

STAFF PRESENT

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

COMMISSIONERS ABSENT

None

OTHERS PRESENT

Floyd Smoller

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 – November 7, 2006

Commissioner Crane noted one correction on page 3, paragraph 3, to read, "Chair Beard inquired regarding the environmental study for the **storm** drain system, and why this was requested."

On a Motion by Commissioner Deerwester, seconded by Commissioner Crane, it was carried by an all AYE voice vote of the Commissioners present to approve the November 7, 2006 minutes, as amended.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No one from the audience came forward.

5. REPORTS

5A. Grant Updates/FAA visit

Airport Manager Richey reported the FAA has recommended changes to the grants in process and CIP. He commented on the grant status/changes as follows:

- 2002 FAA Infrastructure grant #06 in the sum of \$715,500 is closed.
- 2003 FAA Infrastructure grant #07 in the sum of \$180,000 was initially for the purchase of the Ryan property and is tied to grant #06. It was at this time when the FAA required an update to the Airport Land Use Plan (ALP). FAA Engineer Bill Gin authorized an additional \$35,000 in funding under this grant to pay for the update and for some infrastructure improvements. This grant will be closed this week per Mr. Gin's request.

- 2005 Entitlement grant #08 in the sum of \$114,285 was for the storm drain study and corresponding crack sealing. This grant should be closed by early January 2007 when the crack sealing is completed.
- 2006 Entitlement grant #09 in the sum of \$179,000 was for the shortfall of funds to complete infrastructure improvements for the 2002 FAA Infrastructure grant #06 and will be closed by the middle of January 2007.
- Bill Gin of the FAA requests new grant funding in the sum of \$900,000 by January 2007, to complete the remaining storm drain improvements. This amount is less than the original grant request because this is the amount the FAA can fund. Additionally, staff has requested 2.5 percent match money from Caltrans and City Council has approved this funding request.
- Staff has completed the annual application for \$10,000 in grant funding and has been forwarded to Caltrans.

The FAA has requested a change to the CIP to slurry seal the Runway in 2008

5B. Airport Day Update

Vice Chair Deerwester commented on the status of Airport Day as follows:

- The committee will meet next Tuesday to continue planning for the event.
- She proposes the creation of a booklet as an Airport Day souvenir and is working on orchestrating this element of the project, as well as obtaining price quotes for the cost. Selling advertisements and the booklet would help with the cost.
- Formulating a budget for the event is a key component and must be appropriately provided for in the plans.
- The committee is in the process of collecting information on how to effectively plan/coordinate the activities, provide for vendors/static displays, various types of booths/entertainment/concessions, address liability/insurance issues and all other matters that pertain to this event.
- The committee is working on establishing a theme for the event and consideration is being given to "Flights of Fantasy" and/or other variations of this proposed theme.
- It is important the committee members attend the meetings to help with the planning process for success of the event.
- It is also important that the timeframes established for the event be closely followed.
- It would be beneficial to have records/data from past or similar events to assist in the planning for informational purposes and assessment of anticipated expenses.

There was a brief discussion concerning static displays of aircraft and identification of aircraft that could be available for display.

There was also discussion relative to the matter of potentially seeking local businesses to sponsor the event and other prospective community/business participation sources that could be of assistance.

Airport Manager Richey stated Airport staff can be of assistance.

5C. CDF Lease Update & Access

Airport Manager Richey stated lease negotiations are ongoing and a question regarding public access through the southeast corner of Airport property in the area of CDF property has been raised.

Airport Manager Richey referred to the ALP to demonstrate the potential for some form of access beyond the proposed CDF facility that may be necessary to address potential traffic impacts as the Airport Industrial Park (AIP) continues to build out.

Chair Beard commented on the issue of access relative to the AIP as it builds out and the proposed development of a new CDF facility that includes background information as follows:

- When Airport Park Boulevard was constructed, the City engineering department looked at the potential for access from the south to the AIP. Staff determined that Airport Park Boulevard could ultimately extend to the south, past the Mendocino Brewing Company, turn and cross the railroad tracks and intercept at Townsend Lane on the west side of the railroad tracks. The end result would be a "T" intersection where Airport Park Boulevard would "T" into Townsend Lane on the west side of the railroad tracks or an alternate variation and continue out to State Street. The intent was to determine the feasibility whether Airport Park Boulevard could potentially be extended south to Townsend Lane as the AIP continues to build out and traffic increases.
- The FAA may have some concerns in the event a road is constructed near the Airport/CDF property. Also, it may be possible to extend the runway south due to the elevation change. Norgard Lane would stay at its original grade in the event the runway is extended to the south
- The slope of the runway was addressed and it was noted that the grade at the southern end of the runway is already above Norgard Lane so a runway extension is possible.
- The proposed CDF facility plans and corresponding access likely does not take into consideration Airport Park Boulevard potentially extending southerly to tie in at Townsend Lane because the City may not yet have given consideration to this matter.

The Commission acknowledged that traffic congestion is a problem at the intersection of Talmage Road and Airport Park Boulevard where many people use Hastings Road to access the AIP as an alternative route.

Airport Manager Richey commented the northern most property on Townsend Lane was for sale. Townsend Lane is essentially a private drive so it would likely be necessary to obtain easements from the various property owners to be able to access through Townsend Lane or, alternatively, purchase property on this lane to have access to that location. Unfortunately, the northern most property on Townsend Lane is no longer for sale. Other properties on this roadway could become available for sale at some point and there is grant funding that can be obtainable for this purpose. However, when looking at

the ALP the properties on the southwest side in this area have a much greater prospect of encroaching into the Airport Clear Zone and the FAA requests that these properties be purchased first. In other words, private properties that could have an impact on Airport operation or that potentially interfere/impede FAA regulations must be targeted for purchase first and documented on the ACIP as to a date when the purchases are anticipated.

Airport Manager Richey commented on the context of the CDF lease negotiations, and stated the lease should likely contain language that allows traffic access on the Airport for development purposes. He advised that CDF has requested copies of legal and recorded Airport documents for review.

A general discussion followed regarding the ALP and location of the proposed CDF in relation with future access and possible need for a runway extension. It was noted the FAA has specific regulations concerning runways, taxiways, potential relocation of the localizer box, relocated versus a displace threshold, and other issues involved with construction of a runway extension such as the need for new runway lights and the need to appropriately address infrastructure problems should they arise.

Airport Manager Richey stated the FAA will not approve an extension unless the properties on the west side are purchased. He addressed the extended runway center line and stated most of the structures in this vicinity are not far from this line. Therefore, acquisition of this property is a very high priority because potential development to the south would be impeded without the purchase of these parcels.

Commissioner Crane commented that property on the northern most parcel on the east side of Townsend Lane is likely underutilized. He also commented on other potential southern access alternatives that may be feasible.

A general discussion followed about the possibility of accessing property adjacent to Townsend Lane.

Vice Chair Deerwester commented on the issue of the Airport potentially acquiring land and commented this could have negative implications with the Airport desiring to purchase additional land.

Airport Manager Richey stated the most effective way to purchase property would be to go through a realtor.

Commissioner Crane commented an option would be to offer a property owner "first right of refusal" for some of the prime parcels to acknowledge the intent and get the process started because of the time involved with the purchase of property. This approach would also allow the Airport to be in 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.

Airport Manager Richey reiterated while the above recommendation is doable because it would allow the Airport to be first in line should a property owner desire to sell, it is not known whether the FAA would provide funding for this transaction.

Chair Beard noted there are alternative approaches to land acquisition some of which can be costly, especially in circumstances such as eminent domain where the proceedings may require that the property owner be relocated.

Commissioner Crane commented on the topic of land acquisition and stated as land becomes available for sale, the Ukiah Redevelopment Agency (URA) could make the initial purchase/acquire the property and the Airport could then begin the process of purchasing the land from the URA. The property could still be used for housing purposes during this time.

Airport Manager Richey questioned how the URA would benefit from this type of expenditure and for what purpose.

Chair Beard acknowledged the above methodology, and stated relocation of the former homeowners may be necessary. Such an acquisition may be acceptable provided it does not have to go through a governmental process for approval.

Commissioner Fowler commented the subject of purchasing land at the southern end of the Airport should be a "proactive" process.

Airport Manager Richey advised the FAA does not typically refund money if the Airport purchases land ahead of time. However, this was not the case with the purchase of the Ryan property where the Airport purchased the property and the FAA reimbursed the Airport. He noted Airports do purchase properties outright as they become for sale to avoid being purchased for an undesirable development.

Floyd Smoller commented on the proposed CDF development, and inquired whether there are any added Airport pressures since it appears the subject of Airport relocation is gone.

Airport Manager Richey replied pressures do exist to some extent for people who do not support having an Airport in its present location. It is therefore, important that noise abatement policies and all other such policies be followed/encouraged to ensure the Airport operates as a good neighbor.

6. DISCUSSION/ACTION

6A. Airport Commission Terms

Airport Manager Richey referred to the list of appointment/expiration dates for the Airport Commission, and stated the terms show staggered expiration dates.

Vice Chair Deerwester stated the document does not contain current information and recommended it be updated. She inquired regarding the matter of "two commissioners

may reside within the Sphere of Influence” as shown by asterisk, and questioned whether this Commission is out of compliance or the document is incorrect.

Airport Manager Richey stated the City Clerk is responsible for the information relevant to City of Ukiah boards and commission member terms.

It was noted the information documenting that “two commissioners may reside within the Sphere of Influence” is incorrect.

Commissioner Winter stated the policy provides that all Commissioners must reside in the City limits with the exception of two Commissioners who can reside within the Sphere of Influence.

It was also noted that after Commissioner Winter moves, the list of commissioners and terms should be clarified/updated.

Staff acknowledged that the issue of Commissioner terms has been resolved and recommended as a matter of fairness to future applicants that the issue of commissioners residing in the Sphere of Influence be clarified and the list of current board members/commissioners serving be updated.

6B. Airport Commission Attendance Policy – continued

Airport Manager Richey reported this agenda item is continued from last month’s regular meeting and changed to a discussion/action item. It was the consensus of the Commission at that meeting to support the policy that Commissioner absences be reported to the Airport Manager.

Commissioner Winter indicated City Code section 1201 states that any member of a commission or board can be absent from three meeting in any consecutive four months without approval by the commission or board.

Commissioner Fowler inquired as to the definition of what constitutes approval of an absence when a commissioner does call and states he/she will be absent.

Airport Manager Richey stated that any potential change to the City Code must be reviewed by City Council.

Vice Chair Deerwester reiterated the relevant Code sections do not state that staff is prohibited from being the contact person for commissioner absences. Additionally, the protocol for some boards is to allow the executive director/board chair to make decisions/act on a particular issue based upon the information available at the time where the board/commission can ratify the decision at the next regular meeting. She favors the concept of allowing Commissioner absences be reported to the Airport Manager and ratified by the Commission at the next regular meeting.

Commissioner Crane stated after the absence is reported to staff, it would be up to the Commission whether or not the absence is approved.

Airport Manager Richey referred to various paragraphs on page 5 of the Airport Commission minutes for November 7, 2006 that read, "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," and "Chair Beard noted it was the consensus of the Commission to delegate the responsibility of report/documenting anticipated absences for regularly scheduled Airport Commission meetings to the Airport Manager."

Airport Manager Richey stated it would be the commission or board's responsibility to determine whether or not the absence is excused. City Code section 1104 provides that a commission/board can adopt rules for the transaction of business, which allows for greater flexibility.

ON A MOTION by Commissioner Crane, seconded by Commissioner Winter, it was carried by an all AYE voice vote of the Commissioners present to designate the Airport Manager as the contact person for the reporting of Commissioner absences and that absences are to be agendaized for the next regular meeting for approval in accordance with City Code sections 1201 and 1104.

6C. Noise Abatement Policy

Airport Manager Richey commented the Commission has asked to review the Noise Abatement Policy for the Ukiah Airport and included in the staff report are copies of the Airguide Publications and quiet flying brochure. He advised that the Airguide Publications noise abatement statement is included in the California Guide to Airports and the FAA Airport Facility Directory. He recommended the Commission review the brochure and make changes. He will consult the City Information Technology Department to make the necessary changes, as well as the City Engineering Department concerning an aerial photograph of the Airport. Once the revised brochures have been completed, letters advising of the changes should go out to the air freight businesses such as FedEx, Redding Arrow and Martin Air in order to again familiarize them with procedures for quiet flying. Also, the City Council should have the opportunity to again review the Noise Abatement Policy and make recommendations and/or changes, as well as comment on the quiet flying brochure. In addition to the noise issue, the matter of safety is another reason to adopt quiet flying procedures.

The Commission/staff discussed the importance and reason for the creating the policy, and discussed the general layout of the City of Ukiah Regional Airport Quiet Flying Procedures brochure and recommended the following changes:

- The Airport and its facilities/buildings as shown on the map of the Airport could be better enhanced/defined to include surrounding areas in order to provide a clearer perspective. There was discussion about color coding the location of local businesses for advertisement purposes and include this information on the

map as a way to help reduce the publication costs and as a marketing tool. There was also discussion regarding various techniques for improving the map making it not only an airport map but an area map. The brochure could also contain insert information useful to visitors that can be attached to brochure.

- Airport Facilities Map – move item F(fuel), Fuel truck location to reflect the current location of the fuel trucks and item P(parking) should be moved up and away from the Nick Bishop hangars as shown on this map.
- Airport Administration should read, “1403 South State Street.”
- Radio Frequency/Radio Frequencies, change from AWOS to ASOS @ 119.27.
- Services provided by Airport Management, include Fax number and City website, which gives e-mail information.
- Services provided by Airport Management, Fuel, add cell phone number for after hours service.

There was discussion whether the brochure should state, “no base entries” are allowed. Staff acknowledged while this may be worthwhile to include, especially for air-freight businesses, it is not necessary. There was also discussion relative to emphasizing the importance for pilots to follow the standard flight patterns established and the quiet flying procedures.

- Arrival and Departures, Calm wind runway 15, add 5 KTS or less.

The Commission discussed printing approximately 500 brochures with the changes incorporated and later printing additional brochures with a more refined format, as discussed above.

Airport Manager Richey stated the subject of the ACIP for both the five year term for the FAA and 15 year term for Caltrans was intended for discussion at this meeting. He recommended the matter be agendaized for the next regular meeting date to discuss/review the FAA changes proposed in a letter to staff, dated November 14, 2006 regarding an updated ACIP for fiscal year 2008 through 2012. The update must be completed and submitted to the FAA by January 15, 2007. Staff recommends the Commissioner review the CIP and corresponding proposed changes and make comments to staff prior to the submittal deadline.

It was the consensus of the Commission to cancel the regular January 2007 meeting due to the New Years holiday and some of the Commissioners would be unable to attend.

7. COMMISSIONER COMMENTS

Vice Chair Deerwester commented on the success of the “Small Town Christmas” event that was recently held at the Airport.

8. STAFF COMMENTS

Airport Manager Richey asked that at least one Commissioner sit on the interview panel for one of the upcoming interviews for the part-time Airport Grounds Maintenance position. He also commented on the recent visit by the Grand Jury and their remarks/inquiries about Airport operations.

Airport Assistant Ronk invited the Commissioners to the annual Airport Christmas party on December 12, 2006.

There was a general discussion about how to proceed with review of the Quiet Flying Procedures manual.

9. AGENDA ITEMS FOR NEXT REGULAR MEETING

1. Grant Updates.
2. Review of the CIP for FAA and Caltrans.
3. Airport Day update.
4. Review of the Airport Commission application.
5. Further review of the noise abatement brochure.
6. Discussion with Gary Ackerstrom relative to possible methods for land acquisition relative to properties at the southern end of the Airport and potential access connections.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 9:39 p.m.


Bill Beard, Chair


Cathy Zawadly, Recording Secretary