

**UKIAH REGIONAL AIRPORT COMMISSION**  
**April 1, 2008**  
**Minutes**

**COMMISSIONERS PRESENT**

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

**STAFF PRESENT**

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

**COMMISSIONERS ABSENT**

None

**OTHERS PRESENT**

Robert Wattenburger  
Carl Steinmann  
Bob Burgess  
Mike Whetzel  
George Borecky

The Airport Commission meeting was called to order by Chair Deerwester 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-** Everyone cited the pledge of allegiance.

**3. APPROVAL OF MINUTES – March 4, 2008**

The Commission made the following changes to the minutes:

- Page 2, paragraph 7, second sentence, to read, "There is a diesel fuel tank on the **proposed** site used for the fueling of vehicles."
- Page 2, paragraph 8, to read, "Additionally CalFire pays landing fees which according to the established formula equates to approximately \$30 per landing **for S-2 tankers.**"
- Page 6, the motion that reads, M/S Winter/Crane to amend the above-referenced motion and to request Airport Manager Richey draft a letter to City Council advising of the Commission's recommendation for enforcement of the contract and the Commission's concern about the current language in the contract, " should include: **Motion carried. NOES: Commissioner Beard**
- Page 7, paragraph 13, to read, "Staff noted the amount of revenue generated from pilots and passengers **appears** nominal so relocating to the north east portion of the Airport **should** not be an issue in this regard."
- Page 8, third bullet, first sentence, to read, "**South of** the Bulk Fuel Storage area is the best area for the good of the Airport."

**M/S Crane/Beard** to approve March 4, 2008 minutes, as amended. Motion carried by an all AYE voice vote of Commissioners present. Motion carried.

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

None.

**6. DISCUSSION/ACTION**

**6A. CALSTAR Relocation – Future Land Use Planning**

**Airport Manager Richey** stated former City employee George Borecky, Public Utilities water/waste water superintendant, is present to provide information and answer Commission questions about costs/needs for water and waste water to the proposed CALSTAR sites.

**George Borecky** referred to an aerial map of the Airport that shows sewer and water features and will answer questions the Commission may have about utilities at the Airport.

Staff/Commission referred to the color-coordinated Airport Building and Facility Legend map, the Airport aerial map that shows the location sewer/water facilities at the Airport, and Airport Building Area and Land Use Plan Development Guidelines, and discussed possible sites for the relocation of CALSTAR as follows:

- The building setback line requirement will be the limiting factors for relocating the CALSTAR operation to the Eastside North and Westside North.
- Water/sewer/electrical development costs are a factor and staff stated such costs, for instance, for the CalFire project would be approximately \$50-60 per lineal foot. He briefly addressed utility availability for the CalFire project, and noted sewer hook-up for the CalFire project will come from Townsend Lane. Water and electrical facilities are available within close proximity, which may not be the case for all of the four proposed relocation areas for CALSTAR, ie., area south of the Brodoski Hangar at the top and bottom of the retaining wall, area just north of the CalFire location at the top and bottom of the bank, area north of Featherlite on the Westside North, and south of the Bulk Fuel Storage area on the Eastside North. Some of these areas will require the development of sewer and/or electrical facilities.
- Due to the gradients of the proposed relocation areas for CALSTAR, pumping facilities will be necessary for sewer to the extent that would be needed for this type of operation.
- With regard to relocation Eastside North, there is no sewer main on the Railroad right-of-way wherein sewer hook-up would come from the Airport Industrial Park (AIP).

**George Borecky** addressed the element of pumping stations and the servicing of areas on the Airport for sewer as follows:

- Pumping stations are effective where gravity is an issue.
- There were gradient problems at the City Corporation Yard relative to Eastside North Sub-Area 2 wherein certain portions of the area had to be elevated for the sewer system.
- A sewer line could be implemented if the servicing of property in the vicinity of the Tetrahedron is part of the plan. The property near the Tetrahedron is much lower in elevation than that of the City Corporation Yard.
- Understanding of the Airport at potential buildout is highly relevant to future planning for sewer facilities, particularly if pumping stations are necessary.

**Airport Manager Richey** commented there is definitely room for more than a CALSTAR operation for Eastside North, including other areas on the Airport whereby the planning for utility services should allow for more than one operation, particularly if there is development potential for a second operation. He is uncertain how development costs for utility services should be differentiated in anticipation of future growth. The degree of usage depends upon the type of operation. The nature of CALSTAR as a commercial operation will likely have a greater demand for usage.

**Member Crane** commented if gravity is not a concern with regard to the use of pumping facilities, the matter of pipe size becomes less of an issue. The planning for sewer facilities can be made according to projected pumping capacity based on the number of operations that could occur for a particular site.

- The Airport as a City-owned facility and acting as a landlord has more latitude with regard to projects and with providing for sewer services than would a private project in the sense that the land is essentially one piece of property as opposed to divided into lots.

There was a brief discussion about utilizing 'conventional methods' for development of sewer systems in conjunction with gravity problems for a site.

- Planning for future sewer service systems can be a problem without knowing how elaborate/extensive each individual system needs to be.
- It may be beneficial to carry the sewer main past the Tetrahedron and further to the south.

Staff questioned the feasibility of extending sewer facilities farther south from the Tetrahedron noting there would be no room for development when CalFire relocates Eastside South and sewer connection for this facility will come from Townsend Lane.

There was a general discussion about pump size and other relevant components associated with sewer service such as lift stations etc., that are based on the number of facilities and type of use, noting a difference in the operation between a restaurant and a FBO.

The Commission looked at the map of the Airport showing sewer and water features and discussed sewer service feasibility and cost factors in connection with CALSTAR relocating to the Eastside North, Eastside South, Westside North, and Westside South.

While the Commission acknowledged the need to have a layout plan for development at the Airport, allowing for some flexibility with regard to development is fundamental to ensure the best and highest use of the land.

Relocation of CALSTAR to Westside North would require the expense of purchasing a transformer.

Staff/Commission discussed the Building Area and Land Use Plan for the Airport as follows:

#### Westside North

- This area is bordered by Hastings Avenue on the north, the Airport BRL on the east, State Street on the west, and the toe of a small embankment on the south.
- The area is constrained by several slopes and an irregular shape that requires creative site planning and design. This is particularly pertinent in the northernmost area, due to the wedge-like shape that becomes narrower near the Hastings Avenue frontage. As the area narrows, it may be too small for the development of a standard building.
- Page 8 of the document lists the allowed and permitted uses.
- Prior to the adoption of the Airport Land Use Plan, the intended use for this area has typically been for operations requiring or having the need for State Street frontage.
- CALSTAR could be located in the area north of Featherlite. There is a water main in the immediate area. The sewer main terminates just north of Featherlite and is shallow. It may be necessary to pump sewer at this location depending how far the actual buildings are located from the end of the existing sewer main.

#### Eastside North

- This area consists of the lands bounded by Hastings Avenue on the north, Airport Road on the east, the Airports Segmented Circle on the south, and the Aircraft Parking Line (APL)

and Runway Protection Zone (RPZ) on the west. Within the Eastside North area, there are three sub-areas, as defined on pages 3 through 5 of the layout plan document.

- **Commissioner Deerwester and Airport Manager Richey** met with Community Services Director Sangiacomo concerning economic development opportunities in Sub-Area 1 that was the former lumberyard site. Construction of a small tie-down area and access egress and ingress to the site would encourage/promote economic development in this area particularly with the activity from retail commercial establishments, restaurants, and hotels in the AIP. A car rental agency would be a good use for this site. Pilots/passengers flying into the Airport would be able to access the hotels and restaurants in the AIP via an eastern access. There was mention about the advantages of constructing a fueling kiosk in this area. Redevelopment funding may be available for use in this area.
- The former lumberyard site consists of approximately 3.5 acres. A sewer line runs across the middle of the area so development may be restricted.
- In terms of development, water is available from Airport Road.
- Staff supports paving this area in order for aircraft to have access to the former lumberyard site with the intent of asking for an FAA approved design for the construction of a taxiway connector in the future. This item is included in the CIP list even though it will be some time before funding can be appropriated for a taxiway connector for the former lumberyard site. The number of aircraft accessing in this area would be 'light' at this point.
- It was noted the building setback line is very close to the existing sewer line in this area.
- CALSTAR could relocate south of the Bulk Fuel Storage area on the east side. Both water and sewer mains terminate at the Corporation Yard. Sewer would definitely have to be pumped to this location. The necessary sewer improvements together with the need to extend the water main as necessary to provide fire and domestic water services make this site the least attractive from a water/sewer perspective due to the expense of developing the infrastructure. However, this is the best area for the good of the Airport.

**Chair Deerwester** noted CALSTAR's preference is to relocate Westside North. According to the Airport Layout Plan, this area does not allow for this type of operation. The Commission has expressed concern about this proposal with regard to noise and safety and is not supportive of relocation to Westside North. Eastside North Sub-Area 1 allows for heliport and helicopter operations, including offices and other support facilities as an 'allowed use.'

Eastside North Sub-Area 1 extends northward from the City Corporation yard is designated for aviation-related uses and has been identified as having revenue enhancing potential because of its access to high traffic city streets and its proximity to retail commercial businesses.

Eastside North Sub-Area 3 is located between the Corporation Yard and the Segmented Circle with Airport Road on the east and the Airport Property Line on the east. There is no minimum size for a building footprint in this area. The development of structures or other permanent fixtures in the area between the Airport Property Line and the Building Restriction Line are prohibited if it is determined they could impede aircraft operations. Heliport and helicopter operations, including offices and other support facilities are an 'allowed use' in this area.

Staff and the Commission addressed the Building Restriction Line requirement for the Eastside North relative to Sub-Area 1, as defined on page 3 of the Airport Layout Plan. The minimum building footprint is 6,400 square feet. The development of structures or other permanent fixtures in the area between the Airport Property Line and the Building Restriction Line are prohibited if it is determined they could impede aircraft operations or the line of sight from the airport tower.

It was noted developments are subject to FAA approval and must be compatible with the Airport Master Plan and Airport Compatibility Zones.

#### Eastside South

- This area is located between Airport Road on the east, the BRL on the west, the segmented Circle on the north, and on the south by the airport boundary line. There are two sub-areas for Eastside South. Sub-Area 1 allows for aircraft parking and tie-downs, automobile parking, and primitive parking/picnic area. Staff/Commission discussed the possibility of developing a campground facility in this area. Sub-Area 2 is the proposed new location for the CalFire operation where allowed uses include fire attack base and helicopter and helicopter operations.

#### Westside Central

CALSTAR is currently at this location and not feasible for helicopter emergency rescue operations. Future plans for this area include a new terminal building.

#### Westside South

- Is one of the proposed sites for relocation of CALSTAR, which includes the area south of the Brodoski Hangar at the top and bottom of the retaining wall.
- There are water and sewer mains in the immediate area.
- Cost to install water and sewer services would be minimal.
- Small and medium size Hangar development would be an appropriate use for this area.

The area just north of the CalFire location at the top/bottom of the bank is also a proposed site for the relocation of CALSTAR. There are water and sewer mains in the immediate area. Costs to install water and sewer services would be minimal.

Staff noted Debbie Pardee of CALSTAR is not present and the issues regarding relocation of the operation remain the same as originally proposed with regard to cost factors, access, building siting/setback restrictions and the site preference for CALSTAR is Westside North.

There was a brief discussion about future property acquisition of privately owned parcels at the far southwest end of the Airport that would benefit the Airport in terms of development potential. The FAA will fund for property acquisition at 95% and is item is included in the CIP for 2011. Community Services Director Sangiacomo will obtain more information about the properties, including ownership.

**Commissioner Crane** supports the City seeking 'First Right of Refusal' for these parcels.

**Airport Manager Richey** commented on FAA funding for Airport improvements such as paving for the former lumberyard site, and stated the FAA has indicated construction will begin next year after the engineering portion of the FAA Airport Improvement Grant is completed for the storm drains. The FAA has requested the next CIP project will be to slurry seal the runways and taxiways. All other 'wish list' improvements will succeed. The federal AIP funding was not renewed last October because such monies are in a state of 'flux.' There have been four short-term extensions on the existing AIP fund, which currently runs through June 2008. Consideration is being given at the Congressional level about the issue of user fees and whether they should be added, which is one of the reasons for the delay in funding. Staff anticipates very little federal AIP

funding will be available this fiscal year wherein the Airport will not likely get funded for the construction portion of the FAA Improvement Grant for the storm drains until next year. Staff noted the funding source for Caltrans monies for airport improvements come from aviation fuel tax and airline ticket tax. There is no general fund monies from State, federal or local governmental agencies that go for airport improvements wherein such improvements are self-supporting. However, some airports do receive local funding for improvements. The State will underwrite any FAA grant at 2.5% so airports requesting FAA funding for improvements are eligible for State funding also. Requests for airport improvements must be included in the federal ACIP list of acceptable improvements and mirrored by the State ACIP in order for a project to be fully funded.

There was a discussion about the use of grass strips on the airport. Staff noted the FAA does not want aircraft using airport infields.

Staff addressed the relocation of CALSTAR and stated the best locations for the good of the Airport would be Eastside North and Westside South by virtue of the type of operation, as discussed above. CALSTAR provides a valuable service to the community and supports this organization remain at the Airport. Some of the costs to relocate would include the construction of a helicopter pad, paving of the parking area and development of necessary utilities. There are no funds earmarked at this time in the Airport budget to develop utilities. There is, however, a fund set aside potentially for a new fuel facility or for development of hangars that could be used to assist CALSTAR with utility development, if necessary. The money could be expended in the form of a loan with payback terms/conditions so the money can still be used for the intended purposes.

**Commissioner Crane** stated since CALSTAR cannot stay in its present location due to FAA regulations, the questions essentially become:

- Where else can CALSTAR go on the Airport.
- What is the least expensive and most realistic location.
- What is the cost differential for the Airport and CALSTAR to relocate CALSTAR.

**Chair Deerwester** inquired regarding the options at this point.

**Airport Manager Richey** stated the best approach at this point would be to leave CALSTAR at its present location on a month-to-month lease and allow time for CALSTAR to consider the proposed sites. Staff will further look into the cost differentials for CALSTAR and the City in terms of relocating to the most feasible and least expensive site for all of the parties involved.

There was discussion about allowing CALSTAR at this point to continue to operate in the current offices on a month-to-month basis and require the helicopter portion of the operation to function from across the runway on a site that allows for a helicopter pad.

## **5. REPORTS**

### **5A. Hertz Lease Update**

**Airport Manager Richey** reported Hertz has not complied with the lease. Staff has sent a letter dated April 1, 2008 to the area manager advising that under item no. 10 of the lease that the lease is being terminated and the agency has 30 day to vacate.

The Commission discussed the reasons for the termination, noting Hertz has not been in compliance with the lease for some time and there has been no response by the agency about the matter.

**The Commission supports staff moving forward with the eviction and report back to the Commission on the status at the next regular meeting.**

**6B. City Airport Staffing**

**Airport Manager Richey** addressed the matter of staffing changes occurring with the City Manager and the Airport and stated a new City Manager has been appointed to replace retired City Manager Candace Horsley.

**Airport Manager Richey** announced his retirement as Airport Manager and stated his decision to retire was based on medical reasons. He supports the Commission be a part of the recruitment/selection process for his position and provided City Code sections which describe the Airport Commission's role of acting in an advisory capacity to the City Council on matters pertaining to the operation of the Airport and with advising the City Manager in the selection of personnel for the operation of the Airport. He will remain as Airport Manager through the recruitment and transition period.

**8. STAFF COMMENTS**

**Airport Manager Richey** explained for medical reasons and in the best interest of the Airport that he resign from Airport Manager after 33 years of service and stated he is very happy about spending everyday of those years at the Airport. He briefly commented on future support staffing at the Airport.

**7. COMMISSIONER COMMENTS**

Each of the Commissioners commented on the excellent job Paul Richey has done managing the Airport and noted it is going to be very difficult to 'fill his shoes' particularly with his years of experience, professional expertise, dedicated involvement, ability to make effective decisions, and his significant contributions made in overseeing the daily operations of the Airport. They are very appreciative of the support Airport Manger Richey has demonstrated throughout his years of service, and with working on and accomplishing Airport project goals/objectives requested/recommended by the Commission.

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

1. Hertz lease update
2. Freese Hangar update
3. Discussion of job description for Airport Manager position/recruitment update and all other job descriptions at the Airport.
4. Discussion about the Commission's role of being involved in the Airport Manager recruitment/section process.
5. Update on response to letter to City Council about the Commission being involved in the Commission recruitment process.
5. Discussion concerning proposed draft Budget
6. Review of manual for Airport Commissioners

**10. ADJOURNMENT**

There being no further business, the meeting adjourned at 8:45 p.m.

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Dottie Deerwester, Chair

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Cathy Elawadly, Recording Secretary

