

UKIAH REGIONAL AIRPORT COMMISSION
October 7, 2008
Minutes

COMMISSIONERS PRESENT

Dottie Deerwester, Chair
Eric Crane
Don Albright
Carl Steinmann

STAFF PRESENT

Greg Owen, Airport Manager
Ken Ronk, Airport Assistant
Cathy Elawadly, Recording Secretary

COMMISSIONERS ABSENT

Jeffrey Sloan

OTHERS PRESENT

Frank Smoller
Debbie Pardee
Bob Devanny
Rod Cauanaugh
Jim Wattenburger
John Eisenzopf
Daryl Hudson
Wendy Owen

The Airport Commission meeting was called to order by Chair Deerwester at [6:31:42 PM](#), 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 recited the pledge of allegiance.

3. **APPROVAL OF MINUTES** - July 8, 2008 & September 2, 2008 [6:31:46 PM](#)
M/S Albright/Steinmann to approve July 8, 2008 minutes, as submitted. Motion carried.
M/S Albright/Steinmann to approve September 2, 2008 minutes, as submitted. Motion carried.

4. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**
[6:32:10 PM](#) None.

5. **DISCUSSION/ACTION**
[6:32:35 PM](#)

A. Tour of Airport
No tour.

[6:33:02 PM](#)

B. Subcommittee Findings on CALSTAR Move &
C. Consideration of CALSTAR New Draft Lease

Airport Manager Owen reported the subcommittee findings indicate the proposed Westside North location at the former DHL site is suitable. While the Airport will make some landscaping improvements, CALSTAR will be responsible for all other improvements associated with the move. The Commission discussed the timeframe regarding the move and CALSTAR representative, Debbie Pardee indicated the intent is to proceed expeditiously after approval of the Use Permit by the Planning Commission. Even though the proposed use is aviation-related, approval of a Major Use Permit is necessary for compliance with the Airport Land Use Plan as a permitted versus an allowed use relevant to Page 13 of the Plan for the Westside North designated area. Airport Assistant Ronk commented there may be an issue with the FAA relevant to the project being located within the Building Restriction Line wherein a Variance may be required. Commissioner Crane stated the project may also require review by the Mendocino County Land Use Commission.

The Commission reviewed the term of the proposed draft lease and recommended a five-year lease with a renewal option. Debbie Pardee stated CALSTAR requests a five-year lease because the relocation to the new site is very costly and being allowed to operate in this location for a minimum of five years would be economically beneficial. While Commissioner Crane desires CALSTAR continue to operate at the Airport, he is concerned with compliance with the Airport Land Use Plan in terms of planning and providing for the best and most effective use of the land. He is of the opinion the proposed new site is not the best location for the CALSTAR operation and is a 'temporary fix.' He recommends moving forward with relocation to a permanent site on the east side of the Airport since the purpose and intent of the Airport Land Use Plan is to make decisions having longevity for the best and highest use of the land. The Commission has in past discussions identified two locations on the east side of the Airport as potential permanent sites. However, it may take partnering with the City to provide the necessary infrastructure in order to relocate next to the Bulk Fuel Storage area. In addition to the matter of cost, other potential issues concerning CALSTAR operating at this location have been discussed. CALSTAR has noted the area south of CalFire would not be suitable, primarily for safety reasons. Allowing for a five-year lease would provide time to find/plan for a more suitable and permanent site that can effectively accommodate both a roto and fixed wind operation in terms of compatibility with other airport operations.

Jim Wattenburger on behalf of himself and the County Board of Supervisors support the DHL site as a reasonable approach for the CALSTAR operation. CALSTAR provides a very vital service to the community.

John Eisenzopf is concerned with finding a solution for transient helicopters operating in close proximity to fixed wing aircraft. Staff responded the matter is being considered.

Commissioner Albright cited an error on page 6, Section 2.04, item B (Base Rent), subsection i,ii,iii of the draft lease. The language 'per square foot' was deleted in this section.

7:03 p.m.

M/S Albright/Steinmann to recommend approval of the CALSTAR lease agreement as presented with modification to the term of the lease from a three-year to a five-year lease and corrections to the language on page 6 and for the lease to become effective as soon as is possible.

There was discussion relevant to the issue of liability with CALSTAR operating at the former DHL site in close proximity to other fixed wing aircraft. Staff responded the draft lease addresses insurance requirements. The matter of the renewal option in the lease was also discussed.

Motion carried.

NOES: Commissioner Crane

The Commission recommended review of the proposed new lease agreement format, particularly with regard to the appropriate procedure for the appeal process.

[7:18:44 PM](#)

D. Airport Day

Airport Manager Owen stated the Airport tenants have expressed an interest in hosting an Airport Day. The Commission agrees the event would be a nice way for the community to get involved/acquainted with the Airport and recommends the matter be agendized for further discussion at the next regular meeting because early planning is crucial to the success of the event. The event is tentatively scheduled for May or June 2009.

6. REPORTS

[7:24:40 PM](#)

A. 99s Painting Compass Rose

Airport Manager Owen provided a verbal update regarding the painting of the Compass Rose. The appropriate location has yet to be determined. The Compass Rose will be certified prior to painting and this

can be accomplished by City Engineering staff. Chair Deerwester stated this would be a good opportunity to get the press involved to promote the Airport.

[7:29:35 PM](#)

B. Budget Line Item 291

Airport Manager Owen stated at the request of the Commission, he has consulted with the City finance director regarding this line item in the sum of \$60,575. The Commission initially questioned why this figure has increased disproportionately with each new fiscal Budget and asked staff to research and justify the amount offset by the number of in-house services rendered and whether some of the in-house services were actually necessary, such as City Attorney time spent on matters. Commissioner Crane requested a breakdown of the billing for each of the individual City services and supports having a more detailed policy in place to justify the amount to better understand the reason the expenditure increases disproportionately with each new budget year. Airport Manager Owen responded the City Council approves the Budget, which includes this corresponding line item. Commissioner Crane supports further discussion in this regard and possibly taking this matter to Council for review.

[7:51:11 PM](#)

7. AGENDA ITEMS FOR NEXT REGULAR MEETING

Airport day update (report)

New lease template to include modifications (discussion/action)

Compass rose update (report)

Budget line item (discussion/action)

Calstar move update (report)

Airport Newsletter (report)

Holiday schedule (report)

Report on Taylor Hangar land use and Taylor Hangar Ground Lease (discussion/action)

Transient helicopters (discussion/action) (Commissioner Crane and Steinmann volunteered as a sub-committee to provide information to the Commission concerning this issue at the next regular meeting.)

Commission absences policy (report)

CNG fueling station report (report)

[8:03:17 PM](#)

8. COMMISSIONER COMMENTS

Commissioner Albright has noted the Airport runway/taxiway are in need of sweeping and inquired about the policy in this regard.

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9. STAFF COMMENTS

[7:55:11 PM](#)

Airport Assistant Ronk received a request for an Airport hangar in which the potential tenant is willing to sign one-year lease to house his aircraft. It is his understanding two of the Taylor Hangars are currently being used for non-aviation-related purposes. Greg Taylor has stated in past discussions concerning the use of his hangars that in the event and in keeping with Airport Hangar policies pertinent to City-owned hangars, if there is a demand for an aviation-related use, he would accommodate. However, Mr. Taylor has indicated no hangars are available. The Commission may desire to revisit this matter. He reported on his attendance at the recent ACA meeting.

Airport Manager Owen will attend an Airport Managers meeting in Hayward on October 15th.

10. ADJOURNMENT

There being no further business, the meeting adjourned at [8:04:39 PM](#).

Dottie Deerwester, Chair

Cathy Elawadly, Recording Secretary

