

UKIAH REGIONAL AIRPORT COMMISSION
March 16, 2010
Minutes

COMMISSIONERS PRESENT

Dottie Deerwester, Chair
Eric Crane
Don Albright
Jeff Sloan
Carl Steinmann

STAFF PRESENT

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

COMMISSIONERS ABSENT

None

OTHERS PRESENT

John Eisenzopf

1. CALL TO ORDER

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 recited the pledge of allegiance.

3. APPROVAL OF MINUTES – January 5, 2010

Commission corrections to the minutes:

Chair Deerwester requested the minutes reflect she had an excused absence due to military commitment.

Page 1, line 51, should read, 'It may **be** that staff will have to look into the permit application process and how long it will take for the permits to be issued.'

M/S Albright/Sloan to approve January 5, 2010 minutes, as amended. Motion carried (5-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

5. OLD BUSINESS
DISCUSSION/ACTION

5B. Taylor Hangar update
Airport Manager Owen:

- Gregg Taylor has made his account with the City current. Mr. Taylor has evicted the landscaping business tenant operating in one of the Taylor hangars, which was a non-aviation related use.
- The Commission has had discussions concerning possible eviction of the 'Blue Drug' tenant for lack of compliance with Airport policy that hangars must be used for aviation-related purposes, as well as concerns expressed whether the hangar is being appropriately used as originally intended by the tenant to store supplies and/or drugs for emergency service situations as part of homeland defense. It appears the hangar is not being used for this intended purpose.
- The City Attorney has been in the process of reviewing the matter and has expressed reservation about pursuing eviction proceedings because of possible legal recourse since the tenant was given permission from former Airport Manager Richey to rent the hangar for homeland defense purposes.
- The Commission has also expressed concern whether the tenant is actively pursuing the necessary permits in order to appropriately operate in a 'Homeland Security' capacity as a dispensary of supplies/drugs for emergency/disaster situation purposes.

- 1 ▪ It is unknown whether the tenant intends to use air transportation as part of his Homeland
2 Security operation.
3

4 **Commission:**

- 5 ▪ The tenant should not be able to expand his business if he is allowed to stay or is unwilling
6 to leave.
7 ▪ Has concerns about the containers that exist outside of the hangar.
8 ▪ Question what type of security measures should be in place if the tenant obtains the
9 necessary permits and is able to maintain his lease agreement.
10 ▪ Even with the necessary permits, the hangar would not be used for aviation-related
11 purposes.
12 ▪ The Commission was never in support of the 'Blue Drug' operation, noting the business has
13 never moved forward to accomplish its intended purpose. At this time, the hangar is not
14 housing drugs or supplies for emergency use, but rather is being used for storage purposes.
15 There are much cheaper places available to rent for storage purposes
16 ▪ Is hopeful City Council will be able to make a decision about how to proceed with the 'Blue
17 Drug' tenant.
18

19 **Commission consensus:**

- 20 ▪ Refer the matter to City Council whether or not to enforce the lease agreement.
21

22 **Airport Manager Owen:**

- 23 ▪ A letter to City Council from the Commission is necessary stating reasons for the eviction.
24 ▪ The matter will be agendaized for City Council review/discussion and possible action.
25

26 **M/S Crane/Steinmann** to recommend City Council review the 'Blue Drug' matter and determine
27 whether to proceed with eviction proceedings for non-compliance with Airport policy. Motion carried
28 with following roll call vote:

29 **AYES: Commissioners Crane, Steinmann, Sloan and Chair Deerwester**

30 **NOES: Commissioner Albright**
31

32 **6. REPORTS**

33 **6A. CALSTAR Lease Update**

34 **Airport Manager Owen:**

- 35 ▪ CALSTAR began paying rent on the new hangar March 1, 2010.
36 ▪ CALSTAR has also moved into the new hangar.
37 ▪ CALSTAR continues to pay rent for the ground space at the old location.
38 ▪ There are lease agreement issues which are being worked out.
39

40 **6B. Airport Day update**

41 **Airport Manager Owen:**

- 42 ▪ The date of the event is June 5, 2010.
43 ▪ Staff and interested persons meet regularly regarding Airport Day plans.
44 ▪ The event is to be community-oriented.
45 ▪ There will be no charge at the gate.
46 ▪ Vendors will not pay for the space they will occupy.
47 ▪ The Hampton Inn has donated three rooms, free of charge. Another 8 rooms will be
48 discounted.
49 ▪ Some of the activities will include: airplane rides, a hangar dance, WarBird display, CHP
50 helicopter, Coast Guard and other types of activities/event amenities to complete a family-
51 oriented day of fun at the Airport.
52

53 **5A. Airport Land Use Plan Review**

54 **Airport Manager Owen:**

1 The Commission continued review and discussion of Ukiah Municipal Airport Building Area & Land
2 Use Plan Development Guidelines (ALUP) using the Airport Layout Plan (ALP) and made changes to
3 update the document as follows:
4

5 Page 7, (C) Westside North Planning Area

- 6 ▪ Area extends from Ashiku Hangar to the north boundary and is 'blue coded' on the ALP
7 although there was some question whether the 'toe of a small embankment on the south' in
8 the boundary description includes the Ashiku Hangar.
- 9 ▪ Existing uses include: Commercial and Interim Rotorcraft.

10
11 **Staff:**

- 12 ▪ Changes to the ALUP are in *draft* format and can be later modified.
- 13 ▪ Have a separate discussion for uses, allowed or permitted and another discussion for Site
14 Development Permit (SDP) that involves the actual construction of buildings.
- 15 ▪ Establish purpose statement for each sub-area to support the existing uses because uses
16 can change overtime and it is important that the new uses are consistent with the purpose
17 statement.
- 18 ▪ Consider Allowed Uses/Permitted Uses designations for 'ground/land side' and 'airside,'
19 define and map accordingly.
- 20 ▪ Maintain existing uses as provided for in the AULP document and consider modifying uses
21 when the uses are categorically classified, 'landside' and airside.'
- 22 ▪ Hangars listed by size: large, medium, small should not be listed as uses. What is important
23 is how the hangar is used. A hangar is a structure.
- 24 ▪ It would be more beneficial to refer to the ALP map rather than the property description
25 narrative provided for each area and sub-area in the ALUP document.
- 26 ▪ Consider a building size preference for new construction. The preference may be for
27 'medium/large-size' buildings and for smaller buildings require that certain findings of fact
28 would have to be made. A minimum building footprint should likely be established.
- 29 ▪ New construction: Consider compliance issues with regard to building restriction
30 requirements that may include the Airport Building Restriction Line, Object Free Zone,
31 Runway/taxiway/ramp areas and regulation consistency with FAA standards. One option
32 would be to incorporate language that allows new construction to the 'runway edge.'

33
34 **Commission:**

- 35 ▪ The size of a hangar is associated with the use, particularly for a commercial operation.
- 36 ▪ Moving northerly, Westside North narrows considerably, which limit the types of new
37 development.
- 38 ▪ Should all developments be airport-related uses? Is it possible to allow for a commercial use
39 component along the State Street frontage having street side access combined with a
40 hangar-type use component, such as a manufacturing/industrial use for the airside part of the
41 development with a separate access?
- 42 ▪ Multiple uses are a way to generate revenue for the Airport.
- 43 ▪ There are existing hangars in Westside North and there is the potential for more hangars.
- 44 ▪ The allowed uses listed in this section are potential uses in hangars.
- 45 ▪ If hangars were to be constructed for Westside North, medium to large hangars would be the
46 preference. There are other places on the Airport for small hangars.
- 47 ▪ Commercial developments would require adequate access. The larger the building, the more
48 space is needed to park aircraft and move them in and out.
- 49 ▪ Possibly allowing for shared/communal parking accommodations in areas where the land
50 narrows.
- 51 ▪ Should a 'Prohibited Use' category be formulated, such as to possibly prohibit helicopter
52 operations in certain areas of Westside North?
- 53 ▪ How should rotocraft use be treated: permanent versus transient, seasonal, temporary?
54 Seasonal helicopter operation is different than fixed-based permanent helicopter operation.
55 Temporary/seasonal transient helicopter use should be an 'allowed use.' Requiring CDF, for
56 instance, to obtain a Use Permit each season would not be feasible.

1 **John Eisenzopf:**

- 2 ▪ The 'City' rather than CALTRANS Aeronautics is essentially the responsible agency for
3 determining what uses should be prohibited.

4 **Staff:**

- 5 ▪ If a particular use is 'silent' as to whether it is allowed, permitted or prohibited, a
6 Determination of Appropriate Use can be made. Recommends uses be categorized: allowed,
7 permitted or prohibited.
8 ▪ Prohibiting uses, such as rotocraft in certain areas could possibly affect 'grant assurances.'
9 ▪ Westside North is intended for commercial uses.

10
11 **Commissioner Crane:**

- 12 ▪ Supports the long-term planning objective that helicopter uses be located on the east side of
13 the Airport once the necessary infrastructure improvements are complete.
14 ▪ With regard to multiple uses for new construction in one structure, unrelated uses should be
15 allowed/permitted in one structure provided they comply with City Fire codes.
16 ▪ Rename the compatibility zones specific to use rather than classify by sub-areas. There are
17 large commercial uses on the north east side of the Airport, large, medium commercial uses
18 on the northwest portion of the Airport, and private hangars located on the southern portion
19 of the Airport.

20
21 **Staff:**

- 22 ▪ It appears the Commission does not support permanent helicopter use in Westside North.
23 Should this use remain as temporary/interim until the east side of the Airport is developed to
24 accommodate the use?
25 ▪ There is transient helicopter parking on the northeast corner of the Airport.

26
27 **Chair Deerwester:**

- 28 ▪ Transient helicopter parking should have been subject to a Use Permit. This use is not listed
29 as 'allowed' or 'permitted.'

30
31 **Staff:** Temporary transient helicopter use would probably be subject to a 'Determination of
32 Appropriate Use.'

33
34 **Commission Preference:**

- 35 ▪ Add as an 'Allow use' seasonal fire fighting/temporary helicopter operations on Westside
36 North. At which time eastside is developed and lease expires, seasonal fire
37 fighting/temporary helicopter operations would be relocated.
38 ▪ Fixed-base (FBO)/permanent helicopter operation would be 'Allowed' as an interim use until
39 eastside of Airport is developed to accommodate the use.
40 ▪ Encourage larger hangar development for commercial use as opposed for private use.
41 ▪ Uses that require large and medium size hangars are allowed with a minimum 3000 sq.ft.
42 building footprint.
43 ▪ Use permit necessary for small size hangar.
44 ▪ Eliminate 'medium size hangar' from 'Permitted Uses.'
45 ▪ Hangars for private use would be 'permitted' and must be a minimum of 3,000 square feet.

46
47 Page 9, (D) Westside Central Planning Area (Purple-coded on ALP)

48 This area is located south of the Westside North area (from Ashiku hangar south), on land between
49 State Street and the west side of the Building Restriction Line (BRL). The narrative indicates this area
50 contains the main Airport entrance, which intersects with access roads that run to the north and south
51 and contains the terminal buildings and other structures, a public viewing area, and several large
52 parking lots.

53
54 **Commission preference:**

- 55 ▪ Change language relative to BRL to 'edge of taxiway/runway' for all areas with this reference.
56 ▪ Maintain empty field in back of CDF to the west as part of Westside South.

- 1 ▪ Distinguish between airside with ramp access and ground/land side with no ramp access, define and map.
- 2
- 3 ▪ No minimum Building footprint required.
- 4 ▪ Allowed Uses: Eliminate 'other food servers.'
- 5 ▪ A restaurant can have a bar component; A bar use alone would be prohibited.
- 6 ▪ 'Allowed uses: professional offices must be aviation related.
- 7 ▪ 'Allowed uses' add tie downs for transient parking.
- 8 ▪ 'Permitted uses:' professional office can be non-aviation related.
- 9 ▪ 'Permitted uses' eliminate: Commercial retail or food services (deli/bakery/restaurant).

10
11 Page 10, (E) Westside South Planning Area (Green-coded on ALP)

12
13 **Airport Manager Owen:** Preference for use would be for general aviation and businesses that store
14 aircraft for commercial operation purposes.

15
16 **Commission preference:**

- 17 ▪ Purpose statement should appropriately address existing uses.
- 18 ▪ No minimum sq. ft. building footprint.
- 19 ▪ Minimum building footprint to accommodate one small plane is 900 sq. ft.
- 20 ▪ Allowed Uses: Eliminate small and medium size hangars.
- 21 ▪ Allowed Uses: Eliminate 'Crop Dusting Service.' There may be a County ordinance that does
22 not allow this type of use.

23
24 **Staff:** Will look into this matter.

25
26 **Commission preference:**

- 27 ▪ Permitted Uses: Eliminate 'Pasture, field crops, vineyard.'

28
29 Page 11, VI, Height Limits

- 30 ▪ Height limits also referred to in Airport Compatibility Zone Map.
- 31 ▪ Provide FAA tree list of acceptable trees.

32
33 Page 11, VII, Required Parking

- 34 ▪ Include zoning code parking requirements.
- 35 ▪ Designate communal parking areas.
- 36 ▪ Fed/Ex and FeatherLite have expanded over time and need additional employee parking
37 accommodations.

38
39 Page 12, VIII, Additional Requirements

- 40 ▪ Section does require landscaping plan for Site Development Permits and Use Permits.
- 41 ▪ Incorporate City code standards that Lighting plans require lights be downcast for compliance
42 with the International dark Sky Association.

43
44 Page 13, Determination of Appropriate Use

- 45 ▪ Add language to read, 'All determinations of the Planning Director and **Airport Manager**
46 regarding whether a use can be allowed or permitted at the Airport shall be final unless an
47 applicant, or any interested party, submits a written appeal stating the reasons for the appeal,
48 and any applicable appeal fee, to the City Clerk within ten days of the date the decision was
49 made.'

50
51 **Staff:** The Draft ALUP will have new terms that will need to be defined.

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53 **Staff:** Provide repair and maintenance standards for Site Development Permit and Use Permit
54 improvements.

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56 **It was the consensus of the Commission to cancel the regular April Commission meeting.**

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7. **AGENDA ITEMS FOR NEXT REGULAR MEETING IN MAY**

- Review/discuss draft ALUP.
- Taylor Hangar update.
- Airport day update.

8. **COMMISSIONER COMMENTS**

9. **STAFF COMMENTS**

10. **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:11p.m.

Dottie Deerwester, Chair

Cathy Elawadly, Recording Secretary