

**UKIAH REGIONAL AIRPORT COMMISSION**  
**May 4, 2010**  
**Minutes**

**COMMISSIONERS PRESENT**

Eric Crane, Vice Chair  
Don Albright  
Jeff Sloan  
Carl Steinmann

**STAFF PRESENT**

Greg Owen, Airport Manager  
Ken Ronk, Airport Assistant  
Kim Jordan, Senior Planner  
Cathy Elawadly, Recording Secretary

**COMMISSIONERS ABSENT**

Dottie Deerwester, Chair

**OTHERS PRESENT**

John Eisenzopf  
Daryl Hudson  
Nick Bishop

**1. CALL TO ORDER**

The Airport Commission meeting was called to order by Vice Chair Crane 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** – March 6, 2010

**Vice Chair Crane** made the following corrections:

Page 2, line 5, sentence to read, 'The tenant should not be able to expand his business if he is allowed to stay or is unwilling to leave.'

Page 5, line 13, sentence to read, '**Airport Manager Owen**: Preference for use would be general aviation **and** businesses that store aircraft for commercial operation purposes.'

**M/S Albright/Sloan** to approve March 6, 2010 minutes, as amended. Motion carried (4-0).

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

**5. OLD BUSINESS**  
**DISCUSSION/ACTION**

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

**John Eisenzopf** expressed concern that it may be necessary to look at making further changes to the Airport Land Use Plan with regard to helicopter uses as a result of the helicopter accident that recently occurred, emphasizing the importance of requiring helicopter operations be located on the east side of the Airport in terms of maintaining safety standards and the potential of rotocraft interference with fixed-wing aircraft.

**Senior Planner Jordan:**

- The Airport is located in the Public Facilities (PF) Zoning District so the current zoning defaults to the regulations in Article 15 for this zoning district. Determine whether this type of zoning standards work for the Airport and create a guideline documents that is appropriate for the uses and their compatibility.
- Recommended further review of the Airport Land Use Plan (ALUP) relevant to uses and other sections of the document to include 'Required Parking,' 'Additional Requirements and Site Development Permits,' 'Glossary of Airport Land-Use Terms,' possibly providing for a 'description' and 'purpose' for each of the planning areas, and other relevant guideline criteria in order to have an effective working document.

- 1 • Consider adding a 'MAP' section to indicate there is a map associated with ALUP document
- 2 to provide information about what is included on the map and provide a narrative about the
- 3 purpose of the map.
- 4 • The intent of reviewing documents is to make certain they are workable having the ability to
- 5 stay in place for a period of time and adaptive to changes in uses and to land as development
- 6 occurs.
- 7

#### 8 Page 14, Height Limits:

- 9 ➤ The FAA may have a list of acceptable trees whereby some trees are appropriate
- 10 while others are not. Consider adding a notation about reference to an FAA
- 11 acceptable tree list.
- 12 ➤ Important to list all other considerations for height limits that might affect a project
- 13 and this can be accomplished by referencing a citation. For example, staff included
- 14 such language as, 'The Ukiah Municipal Airport Master Plan also includes height
- 15 requirements and should be consulted prior to designing any project.'
- 16 ➤ Are trees even appropriate at an airport? How much landscaping, if any, should the
- 17 Airport have? If so, consider what landscaping features would be appropriate?
- 18

#### 19 Page 15, Required Parking

- 20 ➤ Currently, 'required parking' regulations default to the City's zoning ordinance
- 21 standards for parking. These standards were inserted in the document for the uses
- 22 that currently exist or could potential exist on the Airport for Commission discussion
- 23 and review.
- 24 ➤ In addition to the document text, other questions that might be considered:
- 25 ○ Under what circumstances should parking be allowed on the airside of a
- 26 building?
- 27 ○ Are there communal parking lots? If yes, they should be identified on the
- 28 map.
- 29 ○ How many spaces are there in communal parking lot(s)?
- 30 ○ Who uses the communal parking lot(s)? Are they assigned to specific
- 31 tenants?
- 32 ○ What about parking requirements for businesses that would not necessarily
- 33 have regular customers, but the use would trigger the need to provide for
- 34 automobile parking?
- 35
- 36 ➤ Beneficial to note the number of parking lots and parking spaces on the 'MAP.'
- 37 ➤ Parking is required for developments. Consider the text in the document and whether
- 38 parking spaces for higher density land uses (such as retail or professional office
- 39 development or concentration of smaller structures (such as individual hangars)
- 40 should be in communal parking lots where possible and that parking space credit
- 41 may be considered for those businesses using communal lots or have employees
- 42 which bike, walk, use public transit or carpool to work.
- 43 ➤ Should communal parking lots containing 12 or more spaces be developed with the
- 44 landscaping and defined pedestrian sidewalks/walkways outlined in the landscaping
- 45 section of the document?
- 46 ➤ How does and/or should communal parking apply to areas?
- 47 ➤ To begin the review process, determine the number of parking spaces being utilized
- 48 by vehicles and how this has generally been allocated.
- 49

#### 50 **Commission:**

- 51 • Height Limits – Agrees reference to height limit requirements be made by citation in the
- 52 document. In this way, all necessary updates to the references themselves would not have to
- 53 be done in the ALUP document, but rather to the official document.
- 54

1 Acknowledged while trees are not likely appropriate for an airport, but if they are should they  
2 be of a species that has a height restriction at maturity for airspace protection purposes.  
3 There are trees in the parking lot in front of the FAA terminal/administration building.  
4

- 5 • Required Parking – The Airport is a unique facility so no formal parking standards have been  
6 adopted/required. As the Airport develops, it is likely time to consider the different parking  
7 scenarios and what types of standards would be applicable to an airport. The UMC parking  
8 standards provided for on pages 15 and 16 for various uses are not a good fit for the type of  
9 uses and operations/activities that occur at the Airport. Another factor demonstrating that the  
10 City Zoning Ordinance standards would not be a good fit would be the layout of the land. The  
11 Airport encompasses 160 acres. According to the City Zoning Ordinance, different uses  
12 require a specific number of parking spaces based on square footage of a building wherein  
13 such uses and corresponding parking requirements may not work for the Airport. What about  
14 a mixed use project having an aviation-related side and another type of use for the  
15 ground/land side?
- 16 • The City Zoning Code requires that developments provide for sufficient parking. The question  
17 is how to make parking standards work at an airport for tenants.
- 18 • Some of the parking scenarios at the Airport include:
  - 19 ○ Communal parking in the regular parking lot in front of the terminal building.
  - 20 ○ Some designated shared tenant parking for the FBOs and other businesses  
21 for employees and/or for freight deliveries/pick-up services.
  - 22 ○ Parking occurs randomly outside of hangars. Tenants typically park vehicles  
23 inside hangars when the aircraft is being used to eliminate traffic congestion  
24 problems that could occur since there have never been designated parking  
25 facilities in and around hangars.
  - 26 ○ FeatherLite has designated parking stalls, but has outgrown the number of  
27 spaces available since the number of employees has increased. How to treat  
28 overflow parking needs to be reviewed.
  - 29 ○ The Ashiku hangar, T & M Aviation, West Coast Wings and other like  
30 businesses just have 'dirt spots' where tenants park their vehicles.

31  
32 **Nick Bishop:**

- 33 • Owns West Coast Wings and regularly receives and ships freight.
- 34 • There is ample space for large trucks, but allocating potential barricades for parking and/or  
35 other parking-related mechanisms would not work at this location.
- 36 • Parking has never been a problem at his business location. People affiliated with his  
37 business and visitors come and go and typically park along the side of his building.
- 38 • People affiliated with T & M Aviation park in front of this shop or that of West Coast Wings  
39 and this has never been a problem.
- 40 • His informal parking area formerly functioned as a tie-down.

41  
42 **Commission:**

- 43 • The intent of revisiting the ALUP is to provide standards for new development and future  
44 developments.
- 45 • Parking likely pertains to the 'brown field' areas of the Airport.
- 46 • There was discussion about uses, particularly commercial/retail (shopping centers) and  
47 professional office relative to the concepts of parking lots and communal parking and the  
48 associated responsibilities thereof.

49  
50 **Staff:**

- 51 • If parking standards are not required for developments overflow parking could be a problem.  
52 For instance, if a large development was proposed next to West Coast Wings overflow  
53 parking would likely occur if the development was not required to provide ample parking for  
54 the use.

- What preference does the Commission have as to where the parking goes? While parking could be tied to a lease wherein a tenant rents a parking space(s), the preference for most users would be a communal parking lot. A communal lot is better for a development.
- Developments are required to meet the minimum parking standard so as to address a worse case parking scenario.
- It may be reasonable to base the number of parking spaces on the number of employees a business has.

**Commission consensus:**

- Give thought to the parking concepts and associated needs for the Airport and provide parking standards based on the various current uses and potential new uses.

Page 17, Additional Requirements

**Staff:**

- A Site Development Permit is necessary for new construction or an addition to an existing structure where 'Findings of Fact' must be made before a project can be approved. Staff has included 'Findings of Fact' that must be made for approval of a Site Development Permit from the City Zoning Ordinance.
- Requests the Commission review these Findings for possible modification because these Findings might not work for the Airport. These findings essentially pertain to general development in the City.
- Particularly questioned Finding of Fact No. 8 that refers to 'articulation to the architecture and design of the structure(s) and grounds to avoid monotony and/or a box-like uninteresting external appearance.' Most of the structures at the Airport are box-like.
- Finding of Fact No. 1 is always required. Include 'The Ukiah Municipal Airport Building Area and Land Use Development Plan Guidelines' and "Airport Land Use Plan' (ALP) as documents in addition to the City General Plan.

**Commission:**

- Inquired whether the 'Airport Master Plan' should be included in Finding of Fact No.1.

**Airport Manager Owen:** The FAA would rather use an 'Airport Layout Plan as a working document rather than an Airport Master Plan. Airport Master Plans are often out-of-date due to the cost of updating them.

**Staff:**

- Page 18 addresses exemptions from the requirement to secure a SDP as well as distinguishes between the requirements for a Major and Minor Site Development Permit and the thresholds concerning the different levels of review. Specifically, a Minor Site Development Permit (Zoning Administrator public hearing required) pertains to façade improvements, small additions/expansions of more than 150 square feet, but less than 1,000 square feet to existing structures, minor amendments to previously approved permits, and changes in use of existing structure(s) that do not require additional and will not generate amounts of additional traffic, noise, other potential nuisances in the C1, C2 and M zoning districts. Comparatively, a Major Site Development (Planning Commission public hearing required) pertains to additions of 1,000 square feet or more in the C1, C2, and M zoning districts and to additions of more than 640 square feet in the R2, R3 and CN Zoning Districts.
- To summarize: No SDP is required for additions/expansion less than 150 square feet; Just a building permit is required and/or approval of any other necessary permit(s).
- Page 18, Subsection b, provides that a Use Permit is required for all permitted land uses in the Airport PF Zoning District. Findings of Fact must be made and supported by documentation as part of the Use Permit application and are listed on lines 23 through 26 on page 18 of the ALUP. Recommends adding the ALUP and ALP to the document list in addition to the Ukiah General Plan for Finding of Fact No. 1.

- 1 • Finding of Fact No. 2 for a Use Permit states, 'The proposed land use is compatible with  
2 surrounding land uses and shall not be detrimental to the public's health, safety and general  
3 welfare,' and referred to page 1 of the ALUP, subsection II, Compatibility Criteria.  
4 Recommends possibly revising this section by having a discussion about what makes uses  
5 compatible.
- 6 • Recommends incorporating a 'purpose' statement for each area to understand the various  
7 uses listed for each area is appropriate. A SDP or UP requires the uses be compatible so that  
8 the necessary Findings of Fact can be made to support approval.
- 9 • Page 18, subsections c and d specifically address landscaping and landscaping standards. Is  
10 uncertain about what landscaping standards would apply to an airport. Recommends  
11 Commission review the concept of landscaping at the Airport. Again, are trees feasible at an  
12 Airport?

13  
14 **Commission:**

- 15 • Trees generate debris and birds that cause problems for airports.

16  
17 **Staff:**

- 18 • Recommends adding a narrative explaining why trees are not appropriate at the Airport and  
19 identify which areas would or would not be appropriate. For instance, trees might be  
20 appropriate for the parking lot in front the Airport terminal building.
- 21 • The City Zoning Ordinance requires 1 tree for every 4 parking stalls for parking lots with 12 or  
22 more parking stalls.
- 23 • Tenants typically park in their hangars or along the side of hangars so it may be difficult to  
24 define parking lots for hangars or feasibility.

25  
26 **Commission:**

- 27 • Agreed defining 'parking' for hangars is a 'gray' area.
- 28 • Recommends conducting a walking tour of the Airport to discuss parking and/or other  
29 development use issues at the Airport. Subsection e, City Zoning Ordinance Development  
30 Standards, states, "New construction and modifications to existing structure are required to  
31 comply with all applicable building location, height, setbacks." A determination needs to be  
32 made in this regard.
- 33 • Questioned subsection, f, Lighting Standards, Are incorporating lighting standards  
34 appropriate for an Airport?

35  
36 **Staff:** The ALUP could provide language that states 'except for the lighting required for airport  
37 operations and safety purposes, no other lighting standards are necessary.'

38  
39 **Staff:**

40 Page 19, Determination of Appropriate Use

- 41 • This City Zoning Ordinance provision allows consideration for unnamed uses. Findings of  
42 Fact must also be made in order to approve the 'Determination of Appropriate Use.'
- 43 • Subsection a, Finding requires, 'That the use would not be incompatible with other existing or  
44 allowed uses at the Airport. The issue is: What would make a use incompatible with other  
45 uses?
- 46 • Subsection b, Finding requires, 'That the use would not be detrimental to the continuing  
47 development of the area in which the use would be located.' Why would a use be detrimental  
48 to the continuing development of the area? This further demonstrates the need to create a  
49 'purpose' section for each area so that the location of the use can be considered as part of  
50 the criteria.

51  
52 **Staff:**

53 Page 20, Glossary of Airport Land Use Terms

- 54 • City Zoning Ordinance definitions were used in this section. Determine whether these  
55 definitions are consistent and a good fit.

1 **Commission:**

- 2 • Create an equal or greater value guideline document that works for the Airport by effectively  
3 addressing uses and compatibility of uses for developments and other types of projects,  
4 since the Airport is located in the PF zoning district and is the higher authority with regard to  
5 standards for development and uses.

6  
7 **Staff:**

- 8 • Possibly change the title and contents of the existing guideline document to more effectively  
9 coincide with the PF zoning district standards.  
10 • Recommends further review of Attachments 1 and 2 for further discussion at the next regular  
11 meeting.

12  
13 **5B. Taylor Hangar Update**

14 **Airport Manager Owen:**

- 15 • Referred to the revised Agenda Summary Report (ASR) for the regular May 19, 2010 City  
16 Council meeting. The Airport Commission is recommending City Council direct staff to have  
17 Blue Jay Health, Inc. removed from one of the Greg Taylor hangars and direct staff to issue a  
18 60-90 day notice to terminate the sublease so that the hangar can be subleased for a  
19 permitted aviation-related use.  
20 • Should the Commission have letters, e-mails or other information they would like to add as an  
21 attachment to the ASR to please give to staff before Friday, May 7, 2010.  
22 • Staff has inspected the hangar and found it to have nothing related to the intended purpose  
23 of storing medications or medical equipment for emergency preparedness purposes.  
24 • The Commission questions whether the tenant is diligently working on obtaining the  
25 necessary permits for the emergency preparedness operation and is of the opinion the tenant  
26 is not reasonably making progress toward obtaining these permits since four years have  
27 lapsed.  
28 • The City Attorney has indicated former Airport Manager Richey did have the authority to  
29 approve Blue Jay Health, Inc. to operate as a tenant in the Taylor Hangar facility in order to  
30 receive, store and distribute medications and durable medical equipment that could be used  
31 in the event of a disaster. Mr. Richey is of the opinion that an Emergency services/disaster  
32 preparedness operation would be of significant value to the community in the event of a  
33 disaster. The City Attorney is concerned the City could be held liable for damages and any  
34 costs the tenant may have during the permitting process.  
35 • The Commission has extensively reviewed the matter and come to the conclusion Blue Jay  
36 Health, Inc. is not an aviation related use and supports having the tenant removed.  
37 • Recommends the Commission be attendance at the Council meeting to support the  
38 recommendation to evict the tenant.

39  
40 **Commission:**

- 41 • Disagrees with the contents of Paul Richey's letter, dated December 4, 2009 that states the  
42 Commission 'approved' of the project.  
43 • Furthermore, the Commission does not recall ever giving a recommendation concerning the  
44 emergency preparedness use.  
45 • Staff has been unable to locate any approval in the Airport Commission minutes  
46 recommending the use.  
47 • The ASR addresses Mr. Taylor as the owner of Ukiah Aviation Services and further refers to  
48 the Ukiah Aviation Services hangar as opposed to Taylor Hangars. For clarification purposes  
49 reference Greg Taylor owner of Ukiah Aviation Services once and thereafter refer to as  
50 Taylor Hangars.  
51 • The storing of drugs likely requires refrigeration accommodations. There is no refrigeration  
52 facility in the hangar.  
53 • Commissioner Albright agreed to write a letter on behalf of the Commissioners and comment  
54 on the reasons for their recommendation to evict the tenant.  
55

1 **5C. Airport 10/11 Budget Review**

2 **Airport Manager Owen:**

- 3 • Referred to the Budget reports for FY 2010/11 for Commission comments/questions.  
4 • There are some budget items for which the Airport Manager has no control. Line item 291 is  
5 an example.  
6

7 **Commission:**

- 8 • Line item 291, General Governmental Service Charges remains an issue. The Commission  
9 continues to support an itemized breakdown of the 291 expenditure account, which for the  
10 current fiscal is \$53,312. The Commission discussed how the amount for line item 291 has  
11 fluctuated during the various budget fiscal years, noting the figure to be much lower than it  
12 was for FY2008-09.  
13 • The Commission has questioned the amount of line 291. The Commission has requested for  
14 past budget years an itemized accounting from the City Finance Department. While the City  
15 Manager and City Finance Director have addressed the matter, no formal accounting was  
16 ever provided.  
17 • There was discussion how 'in-lieu' service concerning the City Corporation Yard is  
18 documented in the budget.  
19 • The 'project actual' for Gas & Oil Sales looks 'good' for the FY 2010-11 Airport budget.  
20 • There was discussion regarding the condition of various roofs, particularly that of Daryl  
21 Hudson's hangar and the roof of the FAA Terminal Building and inquired whether there would  
22 be money either set aside or existing for 'Building Maintenance.'  
23 • **Vice Chair Crane** recommends staff generate specifications for re-roofs for the Ukiah  
24 Aviation Building and the FAA Terminal Building for review by the Commission.  
25

26 **Airport Manager Owen:**

- 27 • Money is appropriated for Building Maintenance. It is anticipated that fuel sales will increase  
28 and there will be money for Building Maintenance to make roof repairs for some of the  
29 buildings/hangars.  
30

31 **6. REPORTS**

32 **6A. CALSTAR**

33 **Airport Manager Owen:**

- 34 • Calstar has still not signed the lease. Calstar has relocated to the new hangar and is paying  
35 rent on the new hangar and continues to pay rent for the ground space at the old location.  
36

37 **6B. Airport Day update**

38 **Airport Manager Owen:**

- 39 • Plans for the event are shaping up nicely. Most of the activities planned are in place.  
40 • Airport Day is a family-oriented event.  
41 • Beer and wine have been donated. The Committee needs to find someone and/or a non-  
42 profit organization to sell it.  
43 • The Coast Guard (C130) will conduct a fly-over, but will not land. A Coast Guard helicopter  
44 will be on static display and the pilot is interested in doing some demonstrations.  
45 • Staff is hopeful it will be a fun day of entertainment, as well as educational too.  
46 • Monetary donations are welcome to help defray costs.  
47 • There is no gate fee.  
48

49 **6C. Helicopter Accident**

50 **Airport Manager Owen** commented on the recent helicopter accident in which no one was injured,  
51 but there was damage to the helicopter and other property on the Airport. There has been no  
52 investigative report filed by the FAA.  
53

54 There was discussion about continuing the hangar inspection process to make certain aircraft is  
55 airworthy and licensed and to check leases concerning timeframes for 'kit planes.'

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55

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

1. Airport tour
2. ALUP
3. Roof Specifications
4. Taylor Hangar
5. Budget
6. Airport Day

**8. COMMISSIONER COMMENTS**

**Commissioner Sloan** drew attention to the matter of tenants finding certain ways to legally sublet hangars to circumvent the hangar list, noting it to be unfair to those persons that have been on the hangars list for many years.

**9. STAFF COMMENTS**

None.

**10. ADJOURNMENT**

There being no further business, the meeting adjourned at 9:13 p.m.

---

Eric Crane, Vice Chair

---

Cathy Elawadly, Recording Secretary