

UKIAH REGIONAL AIRPORT COMMISSION
June 1, 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

1. CALL TO ORDER

The Airport Commission meeting was called to order by Vice Chair Crane at 6:00 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 – May 4, 2010

Recording Secretary Elawadly noted Kim Jordan was present at the meeting and not shown as staff present and corrected the minutes accordingly.

M/S Albright/Steinmann to approve May 4, 2010 minutes, as revised. Motion carried (4-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

**5. OLD BUSINESS
DISCUSSION/ACTION**

5A. Airport Tour - 6:00 p.m. to 7:30 p.m.

The Commission toured the Airport for the purpose of more effectively being able to revise the Ukiah Municipal Airport Building Area and Land Use Development Plan Guidelines for each of the designated areas and sub-area identified in the document. Referred to the Airport Layout Plan (Map) and discussed the following topics:

- Potential future development for best and highest use of the land with priority given to aviation-related land uses
- Necessary infrastructure for future development on the east side of the Airport
- Hangars and hangar conditions
- Location of existing FBOs & commercial services
- Parking accommodation and potential communal parking for hangars and FBOs
- Landscaping
- Identified vacant and underutilized land
- Location of taxiways, tie-down areas, transient parking areas
- City Corporation Yard and possible relocation
- Location of existing CALFIRE operation and proposed relocation
- Location of CALSTAR
- Location of fueling facilities/stations
- Rotocraft and fixed wing aircraft compatibility issues; Best location(s) for helicopter pad/operations
- General Airport functions, revenues and services considered integral to Airport operations
- Land constraints
- Condition of Runway

- Drainage
- Addressed with the intent to more clearly define allowed or permitted land use activities that are compatible within the designated areas relative to purpose and intent.
- Airport Property Line, Building Restriction Lines (BRL)/building setback lines, Runway Protection Zone, Object Free Zone/Area and other FAA restricted areas that are part of the Airport operations that constrain/restrict development.

5B. Airport Land Use Plan Review

The Commission referred to the Airport Layout Plan and continued discussion of the Airport Land Use Plan, specifically future land use and development potential for designated areas Eastside North: (Eastside North Sub-Area 1, Eastside North Sub-Area 2, Eastside North Sub-Area 3), Eastside South and corresponding sub-areas and commercial/Airport-related uses for Westside north and corresponding sub areas and the element of compliance with Airport boundary lines, BRL, setback requirements, parking requirements for developments, other building requirements, land constraints such as grade issues that could restrict/affect development.

Identification of long and short term uses was part of the discussion.

Staff:

- 'Parking' and 'landscaping' should be made part of the lease agreement for tenants. It may be that tenants should be required to pay for parking as provided for in the lease because if a tenant does not have parking accommodations, he/she does not have the 'use.' Parking is essentially part of the use package in order to operate at the Airport even if the parking for a particular use is a 'communal lot.'
- Recommended discussion concerning parking, landscaping, Glossary of Airport Land-Use Terms, and review of the proposed purpose and intent statements for each of the designated areas and sub-areas.
- Important to establish a 'purpose statement' relative to what the intent/goal of each designated area is or should be, acknowledging existing uses for those that are appropriate to remain and possibly expand and those that should be relocated to a different part of the Airport or not be allowed to be expanded or renewed once discontinued.
- With regard to developments, particularly Eastside North, sub-area I in conjunction with individual development of an area, the FAA has a preference for parallel taxiways as a safety precautionary measure and does not support having a taxiway and/or tie-down ramp that goes right to the runway.
- Redevelopment money may be possible to provide for improvements to Eastside North, Sub Area I to open up the area and attract further new uses and development.
- Provide for transient parking so people can walk to the AIP and benefit from the uses.
- New development may be difficult without assistance from the private sector.

Eastside North: Sub Area I

Commission:

- Is a large area that is currently unrented and vacant and identified as one of the most important areas on the Airport having significant development potential because it is essentially located in a gateway area with the development that has occurred in the Airport Industrial Park (AIP).
- Consider interim short term and long term uses for this area.
- Development could eventually encroach into the Corporation Yard area as development of the land uses expand whereby there would be a need to relocate the Corporation Yard.
- The intent is to open up this area and develop/establish uses that are compatible with the restaurant/hotel/retail uses in the AIP that also serves as a 'public image' factor to help sell a potential use in this location.
- The area would be fenced with a gate for access purposes.

- There was discussion pertinent to costs to make improvements for development purposes relative to the issue of having to comply with prevailing wage.
- Discussion about future uses that could include a car rental business, UPS operation, and/or as this area expands into sub-areas 2 and 3, consider commercial commuter plane operation.
- Development can be done in phases and this is the reason to have short and long term goals that could easily grow into the Corporation Yard area (Sub-Area 2). Also if Sub-Area 3 is developed for permanent helicopter operations, this too could grow easily into the Corporation Yard area.

- Suggested short term uses/incidentals:

- Provide for transient tie-down parking for helicopter and fixed wing aircraft
- Provide for asphalt pad
- Provide for landscaping to beautify the area to be viewed as an Airport gateway
- Provide for a pilot lounge that is a non-permanent structure to begin with
- Provide for some 'shade ports' for transient aircraft
- Consider providing for a bicycle rack and/or the rental of bicycles for access to the AIP
- Relocate the fence and provide for vehicle parking, pave and stripe
- Possibly provide for some type of shuttle service

Benefits:

- Providing with the above improvements would initially open up the area by encouraging/promoting 'transient' activity in connection with the uses available in the AIP with the intent to gradually expand development as the demand for new uses occur into sub-areas 2 and 3.
- Visitors would purchase fuel.

- Suggested long term uses with possible multi-uses:

- Permanent pilot lounge
- Large FBO building with tie-down areas, or building like UPS
- Commercial or large cargo carrier service, possibly some type of passenger service

There was discussion that a large cargo operation is aesthetically displeasing.

- Continue to function as a transient tie-down area
- Relocate the City Corporation Yard
- Provide for a connector taxiway that would accommodate the other uses in the sub-areas as allowed by the FAA as expansion occurs.

Important to consistently upgrade the area as the uses change and/or permanent development occurs.

Ukiah Municipal Airport Building Area and Land Use Development Plan Guidelines Eastside North Area, sub-area 1, Page 3

Commission:

- Likes the purpose of providing for interim paving and transient parking, no permanent buildings, minimum amenities to be constructed in the peripheral areas of the site with the long term goal of area being viewed as one of the gateways to the Airport.
- Allowed Uses – **Delete** all uses except for Aircraft parking & tie-downs
- Permitted Uses – **Delete** all permitted uses in this section
Add Shade Ports for transients (Open Hangars); car rental business

Page 4, Eastside North Sub-Area 2

- Area has a higher grade compared to Sub-Area 1.

- 1 • This is the area where the City Corporation Yard is currently located. As development occurs,
2 with the intended permanent helicopter operation for Eastside North Sub-Area 3, it is likely
3 this operation could expand/encroach into this area creating a reason for the Corporation
4 Yard to relocate to a place that is more suitable.
5

6 **Commission:**

7 Consider adding Shade Ports for transients in this area as Eastside North Sub-Area 1 expands.
8

9 **Page 5, Eastside North Sub-Area 3**

- 10 • This sub-area is located between the Corporation Yard and the Segmented Circle with Airport
11 Road on the east and APL on the east.
12 • Area is currently vacant.
13 • Purpose/long term goal – Area good for permanent commercial helicopter operations (FBO)
14 and related support buildings.
15 • Structures can be permanent.
16 • While the area is relatively small, there is room for a building and parking accommodations.
17 The development must comply with the BRL regulations.
18 • Helicopter operations could include emergency medical services like CALSTAR or
19 commercial business operations that surveys timber, maintains utility poles and/or other type
20 of business that requires helicopter services.
21 • The primary use for this area would focus on helicopter operations.
22 • Allowed uses:
23 Large size hangar – **delete** – This is a building not a use and replace with rotocraft
24 maintenance and storage facility.
25 Aircraft avionics – **delete**
26 Airfreight service – **delete**
27 Aircraft parking and tie-downs – **change to rotocraft parking and tie-downs**
28 Aircraft painting/bodywork – **change to rotocraft painting/bodywork**
29 Aircraft sales/leasing – **change to rotocraft sales/leasing**
30 Aircraft service/repairs – **change to rotocraft service/repairs**
31 Aircraft and aircraft parts manufacturing & machining – **delete**
32 Heliport and helicopter operations, including offices and other support facilities – **no change**
33 **Add-** Helicopter flight schools
34 • Permitted uses (conditional use permit): - **delete** all uses in this section; provide for no interim
35 uses in order to preserve the area for future ‘intensive rotocraft activities.’
36

37 There was discussion about whether fixed-wing aircraft would be allowed to reside fulltime in this
38 area if the use is allowed. The Commission agreed if both fixed-wing aircraft and rotocraft are part of
39 the use, this fixed wing aircraft would be allowed.
40

41 There was also discussion about rotocraft operating in this small area with the likelihood the operation
42 would need to expand into the Corporation Yard area (sub-area 2) space, which would be cause to
43 relocate the Corporation Yard to some other location more suitable than operating on an airport.
44

45 There was discussion whether or not the permitted uses should be for interim uses until the area is
46 developed for rotocraft use.
47

48 Eastside North Sub Area 3 could be problematic to develop structurally because it would be located
49 on a site at the Airport that has no frontage to any taxiway or runway.
50

51 **Eastside South Planning Area**

52 **Eastside South Sub-Area 1**

- 53 • This sub-area is a long, narrow strip of land located on the northern portion of the Eastside
54 South Area.
55 • It is vacant and undeveloped; Even though this area is small, there is development potential.

- Airport Property Line/BRL would restrict certain types of development.
- It has been identified as a potential camping/picnic area. The City has an Ordinance that does not allow camping in the City Limits and it was noted the FAA may no longer provide grant funding to airports that allow camping/sleeping on airports.
- Drainage could be an issue.
- Discussion whether the uses should be allowed or conditional.

Commission:

Allowed Uses: **The allowed uses in this section shall be permitted uses.**

Eastside South Sub-Area 2

- The southerly sub-area consists of approximately 17 acres of land adjacent to the southeastern end of the runway. This area has been identified as an ideal location for a new Calfire fire attack base or large aviation-related operations such as a scheduled commercial passenger service airline.
- Allow for a provision for the extension of Airport Road southerly to possibly connect with Norgard Lane or South State Street.
- FAA Localizer and other FAA restrictive facilities would have some impact on development.
- Discussion about whether it would be feasible to allow an Air Attack Base use in Eastside North Area, Sub-Area 1.
- Due to the size of the area, development would likely require a person/business/organization that has a substantial amount of money.
- Area possibly good for municipal/public service (medi Vac).

Staff: Noted a Site Development Permit would be required for all new development.

Commission:

Allowed Uses: Page 9, **delete** all uses except Air Attack Base;

Add Commercial passenger service operation (non-charter).

Permitted Use: The preference for helicopter and helicopter operations is Eastside North Sub-Area 3; **Add** helicopter and helicopter operations as an 'overflow' type of use in the event Calfire relocates and helicopters are associated with the air attack base.

Add Medi Vac operation

Delete all other uses in this section.

It was the consensus of the Commission to meet July 20th as opposed to the regular meeting day of July 6.

6. REPORTS

6A. CALSTAR

Airport Manager Owen provided an update on Calstar relevant to the rent being paid and for which facilities. Calstar is also in the process of obtaining the necessary permits in order to operate.

6B. Taylor Hangar update

Airport Manager Owen reported Council has allotted 90 days for the Fire Marshall, City Building Official and other relevant City departments to review the hangar concerning the proposed eviction of Blue Jay Health, Inc.

6C. Roof Specifications

Airport Manager Owen: City purchasing supervisor has not had sufficient time to formulate the roof specifications and anticipates this will be done by July.

6D. Airport Day update (June 5)

1 **Airport Manager Owen** reported preparations are being finalized for Airport Day and is hopeful there
2 will be a good turnout.
3

4 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN JULY**

- 5 1. Taylor hangar
- 6 2. Roof specifications
- 7 3. Calstar
- 8 4. Airport Land Use Plan
- 9 5. Hangar Inspections

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11 **8. COMMISSIONER COMMENTS**

12 None.

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14 **9. STAFF COMMENTS**

15 None.

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17 **10. ADJOURNMENT**

18 There being no further business, the meeting adjourned at 10:14 p.m.
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22 Eric Crane, Vice Chair

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24 Cathy Elawadly, Recording Secretary
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