

UKIAH REGIONAL AIRPORT COMMISSION
July 20, 2010
Minutes

COMMISSIONERS PRESENT

Eric Crane, Vice Chair
Don Albright
Jeff Sloan
Carl Steinmann

STAFF PRESENT

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

COMMISSIONERS ABSENT

None

OTHERS PRESENT

Mike Whetzel
John Eisenzopf

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 – June 1, 2010

M/S Albright/Steinmann to approve June 1, 2010 minutes, as submitted. Motion carried (4-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None.

5. DISCUSSION/ACTION

5A. Airport Land Use Plan Review

The Commission continued discussion concerning the Airport Land Use Plan and referred to Ukiah Municipal Airport Building Area and Land Use Development Plan Guidelines and Airport Land Use Map:

Page 13, Westside South Planning Area (green area on map)

Description section: Some of the description information for this area has changed and should be reflected in the document.

- A map should be specifically correlated to the area descriptions for better understanding and clarification purposes.
- Line 15, strike 'gravel' replace with 'paved' access road.
- Line 17, the large building with 8 hangar spaces is now existing as opposed to being constructed.
- Paragraph that reads, 'The vacant field north of the hangar area and south of the public parking lot is designated for small hangar development at maximum allowable density. Public or fleet parking facilities may also be located in a portion of this area, based on the final design of the terminal building proposed for the Westside Central development area,' was identified as the area north of the Taylor Hangars.
- Referred to ALP Map and recommended possibly renaming the vacant areas (field north of Taylor Hangar and area west of CDF and north of the port-a-ports) for this land use designation to distinguish they can be for reserved for future development that may include hangars.

Commission discussion of Westside Central and Westside South:

- Refer to ALP Map: For purposes of allowing for the best and highest use of the land, consider expansion portion of green area shown on map into the pink area or vice versa pink area to green and reserve for specific uses and as projects uses are proposed determine which way

1 the expansion should go, north to south (pink into green) or south to north (green into pink),
2 as discussed. It may be that certain improvements will have to be made in order to attract
3 development. FAA grant funding will pay for a taxiway, for instance, but not for a building.

- 4 • Westside Central (pink area shown on map) contains the terminal buildings and other
5 structures, a public viewing area, and several large parking lots. There has been
6 Commission discussion in the past about the development of a new terminal building in this
7 land use designation and where it could be located. A new terminal building is simply a
8 vision for the future at this point. If such a building became a reality, it may be necessary to
9 reconfigure the development site, consider grade differentials in addition to complying with
10 building restriction lines/boundaries and provide for adequate parking such that it
11 encroaches into the green area of Westside South. It is for this reason that expansion either
12 way extending boundaries north to south or vice versa into Westside South and Westside
13 Central area designations be somewhat flexible so as to consider the best land use options
14 and provide for good planning/ effective maximum use of land. It may be that a passenger
15 service/charter airline would like to come to the Airport. Planning for specific types of
16 developments in Westside South and Westside Central would be much easier when Calstar
17 moves and CDF relocates to the east side of the Airport.
- 18 • It may be the Airport could take on other functions if the pink area were bigger.
- 19 • There was discussion about Westside South being viewed in terms of land use planning for
20 general aviation (GA) uses, such as hangars and it may be hangar development would need
21 to expand into Westside Central to get the desired size and comply with other development
22 regulations given the existing configuration and uses. Westside South could be reserved for
23 private general aviation and aircraft storage and maintenance uses as opposed to an FBO
24 (maintenance shop).

25
26 **Senior Planner Jordan:** What is the difference between an aircraft storage and maintenance use
27 compared to a maintenance shop?
28

29 **Vice Chair Crane:** If a plane is parked in a port-a-port, the aircraft is for storage purposes and not for
30 being serviced there. It would be worked on by a commercial aviation mechanic business, such as T&
31 M aviation.
32

33 **Airport Manager Owen:** Cautioned about potential problems with commercial activities being done in
34 private hangars, when a plane is officially to be used for storage of a plane and not as a business,
35 citing Willits Airport as an example of a way to secure a hangar and the storing of a plane used for
36 commercial purposes in a private hangar. While it would not be appropriate for FED-EX to operate
37 out of a port-a-port, it would not be economically feasible not to allow the development of a larger
38 hangar for storage of a plane that is technically a commercial aircraft if someone wanted to develop
39 hangars in Westside South, particularly if he/she is purchasing fuel from the Airport and contributing
40 to the economic development of the Airport. What if FED-EX wanted to store a plane in a hangar
41 because it needed a part and it may take a while to get the part? FED-EX should be able to store
42 such an aircraft in a private hangar.
43

44 **Commission:**

- 45 • It would be better to steer commercial activities and storage of commercial aircraft to
46 Westside North.
47

48 **Commission:**

- 49 • Westside Central should be preserved as the 'front door' to the Airport as opposed to
50 Eastside North Sub-Area I, which is being viewed as the new 'gateway' to the Airport and that
51 the uses and future plans previously discussed on pages 2 and 3 of the June 1, 2010 Airport
52 Commission minutes for in this area designation be highly compatible and accommodating
53 with the developments that are occurring in the Airport Industrial Park located in close
54 proximity to the Airport.
- 55 • There was discussion with regard to Westside South about possibly moving existing port-a-
56 ports or development of new port-a-ports and how this could be accomplished. Some of the

1 port-a-ports in Westside South located easterly against the fence are in poor condition and
2 need to be replace or substantially refurbished.

- 3 • Good planning takes into consideration building footprints and what is desirable for a
4 particular use.
- 5 • There was discussion about possible uses if the Oak Valley Nursery were no longer
6 operating at the Westside South. It was noted there is physically no ground room for the
7 nursery to expand its operation.
- 8 • It was also noted the most logical place for a commercial hangar development is the vacant
9 land positioned in front of the Taylor Hangars. Gregg Taylor presently pays ground rent for
10 this land.

11
12 **Staff:** The document should reflect that the existing nursery cannot expand its operation because
13 there is no physical ground room.

14
15 There was further discussion about moving Westside South to not include CDF where it presently
16 operates; CDF would become part of Westside Central. This area that is currently Westside South
17 and where Westside Central could encroach or vice versa depending on the type of development
18 proposed should be designated as a separate land use area. Fire Attack Base (CALFIRE) could be
19 an allowed use in this designated area. It could be used for parking or overflow parking, a flight
20 school, hangar development depending upon the uses proposed for Westside Central or Westside
21 South (area designated for GA uses) and the potential need to expand in either direction to
22 accommodate the use.

23
24 Commission preference is that every use that is allowed or permitted for Westside Central or
25 Westside South would be permitted in the new zone (vacant lot to the west of CDF).

26
27 **Vice Chair Crane** recommended identifying all area designations by letter, i.e., A, B, C, D.

28
29 Page 14

30 **Allowed Uses**, as modified by the Commission:

- 31 • Aircraft tie-down apron
- 32 • Hangar ports and sunshades
- 33 • Aircraft Avionics
- 34 • Aircraft painting, repair, and maintenance
- 35 • Airplane/helicopter and charters and tours
- 36 • Make Flight School a permitted use
- 37 • Eliminate – Aircraft rentals
- 38 • Airplane/helicopter rental (strike service)

39
40 **Permitted Uses**, as modified by the Commission:

- 41 • Flight schools, allow with a use permit, particularly if CDF area becomes part of Westside
42 Central. This type of use requires public access and room.
- 43 • Hot air balloon & rigid airship charters
- 44 • Automobile parking

45
46 **Minimum Building Footprint**

47 There was discussion about a minimum building footprint to house one standard size certified aircraft
48 (fixed-wing or rotocraft) taking into consideration the necessary height and door width to
49 accommodate the height of the aircraft and wing span.

50
51 **Staff:**

- 52 • It is important to establish a minimum building footprint standard so that it is useful over time
53 to the Airport.
- 54 • Recommended establishing a minimum width and depth and minimum square footage, if
55 necessary.

1 Commission preference: Minimum building footprint: A minimum building footprint of 900 square feet
2 with a doorway that is 40-foot wide and 11 feet in height or be a pre-manufactured product designed
3 for aviation aircraft storage.
4

5 **Vice Chair Crane:** If the hangar is built on site as opposed to pre-manufactured, the materials would
6 likely be of higher quality and/or 'more fixed.' An advantage of port-a-ports is that they are
7 manufactured and a quick, less expensive way for someone to have a hangar. The existing port-a-
8 ports have been at the Airport for a long time.
9

10 **Commissioner Albright** - The biggest problem with port-a-ports is drainage. They must placed in
11 areas where drainage is not an issue or somehow mitigate the drainage problems.
12

13 The preference is for the building to be built on-site as opposed to pre-manufactured because the
14 quality would be higher.
15

16 **Maximum Building Footprint:** None
17

18 Page 11, Westside Central Planning Area (pink area on map)

19 **Description Section** – No change
20

21 There was a brief discussion concerning the purpose/intend/goal of this area designation.
22 There was further discussion about the present location of CDF and possible expansion.
23

24 **Staff:** Recommended not listing Air Attack base as an allowed use because the intent is to relocate
25 CDF to the eastside of the Airport.
26

27 **Purpose:** Primary intent/goal of the area is the new terminal building.
28

29 **Allowed Uses,** as modified by the Commission:

- 30 • Airport administrative offices, air control towers, and structures directly related to airport
31 support functions.
- 32 • Terminal buildings that include, but are not limited to restaurants, professional offices (must
33 be aviation related), conference rooms, flight instruction classrooms, convenience stores.
34 Add: Charter & commercial/passenger aircraft facilities
35 Add: Car rental facilities
36 Strike: Public transport facilities; other commercial facilities routinely found in terminals
37 (should be specific about the commercial facilities)
- 38 • Outdoor seating areas
- 39 • Tie-down for transient parking
- 40 • Add: Courier services
41

42 **Permitted Uses,** as modified by the Commission:

- 43 • Professional Offices, can be non-aviation related
- 44 • Strike: Automobile rental offices and parking areas
- 45 • Courier services make an allowed use
- 46 • Public transportation facilities, such as taxi stands, bus stops, and inter-modal transport
47 center
48

49 **Minimum Building Footprint:**

50 Commission:

- 51 • What about past discussions concerning airside versus landside uses in conjunction with
52 minimum building footprint.
- 53 • Discussion about permanent versus non-permanent structures.
54

55 None. No change

1 **Maximum Building Footprint:**

2 No consideration at this time.

3
4 **5B. Airport Noise**

5 **Airport Manager Owen:**

- 6 • This agenda item is a request from Councilmember Baldwin, and his concerns about Airport
7 noise and what can be done to effectively address this issue.
8 • Suggests formulating a sub-committee that meets quarterly to discuss Airport noise.
9 • Recommends the Airport Commission review the matter and prepare with the assistance of a
10 sub-committee a quarterly report for Council.
11 • Referred to the City of Ukiah Regional Airport Quiet Flying Procedures brochure for possible
12 modification.
13 • Is of the opinion the Commission and Airport staff should work on this issue as opposed to
14 another body making decisions for the Airport in this regard.
15 • Many of the noise complaints made at this time of the year are from helicopters and often
16 these are about PG&E helicopters contracted to make repairs and/or replace electric poles.
17 These noise complaints are often from persons residing outside of the City limits and in rural
18 areas of the County.
19 • The Airport does not statistically track noise complaints. There are other airports that have a
20 noise phone number a person can call and leave a message.

21
22 **Commission:**

- 23 • There has been discussion about the possibility of providing for further signage on FBO doors
24 and taxiways concerning departure procedures.
25 • There was discussion about pilots that violate the City of Ukiah Regional Airport Quiet Flying
26 Procedures. One particular aircraft was identified that may have a mechanical problem
27 causing noise.
28 • Suggest putting quiet flying information on the ASOS as a reminder.
29 • Agreed formulating a sub-committee review of quiet flying procedures/noise complaints and
30 inform Council is a good idea.

31
32 **Mike Whetzel** stated former Airport Manager Richey prepared information pertinent to quiet flying
33 procedures.

34
35 **6. REPORTS**

36 **6A. CALSTAR**

37 **Airport Manager Owen:**

- 38 • CALSTAR has not signed the lease agreement.
39 • Is in the process of preparing to move to the permanent site.
40 • Is not paying full rent for the facilities at the new location. Is paying for the former DHL hangar
41 at the new location, as well as facilities/tie-downs at the existing location.
42 • Noted the former DHL tenant did not pay ground rent whereas CALSTAR will pay ground rent
43 and hangar rent.

44
45 **Commission:**

- 46 • The Airport needs to come up with more effective procedures for renting buildings.

47
48 **6B. Roof Specifications**

49 **Airport Manager Owen:** Has been working with the City Purchasing Supervisor concerning hangars
50 requiring roof repair and will inform the Commission when draft specifications are ready for review.

51
52 **Airport Day**

53 **Airport Manager Owen** reported on the success of Airport Day. Plans as well as changes are being
54 considered for next year's Airport Day event.

1 **6D. Hangar Inspections**

2 Staff will continue conducting hangar inspections next month. A hangar must contain an air-worthy
3 aircraft and proof of insurance on the aircraft is also required.
4

5 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN AUGUST**

- 6 1. Airport Land Use Plan
7 2. Appoint sub-committee concerning Airport noise
8 3. Nomination for Commission Chair
9 4. Calstar update
10 5. Roof specification update
11

12 **8. COMMISSIONER COMMENTS**

13 None.
14

15 **9. STAFF COMMENTS**

16 None.
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18 **10. ADJOURNMENT**

19 There being no further business, the meeting adjourned at 9:41 p.m.
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22 _____
23 Eric Crane, Vice Chair

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25 Cathy Elawadly, Recording Secretary
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