

KIAH REGIONAL AIRPORT COMMISSION
January 4, 2011
Minutes

COMMISSIONERS PRESENT

Eric Crane, Chair
Carl Steinmann
Jeff Sloan

STAFF PRESENT

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

COMMISSIONERS ABSENT

Don Albright

OTHERS PRESENT

Daryl Hudson

1. CALL TO ORDER

The Airport Commission meeting was called to order by Chair Crane at 6:29 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 – December 7, 2010

M/S Sloan/Steinmann to approve December 7, 2010 minutes, as submitted. Motion carried (3-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None.

5. DISCUSSION/ACTION

5A. Airport Land Use Plan Review Landside Parking Accommodations

Commission has been having discussions concerning parking accommodations at the Airport that include the following:

- The parking requirements for the Airport currently default to the City of Ukiah Zoning Ordinance.
- Parking arrangements on the Airport are varied and include communal parking lots, parking lots associated with individual commercial businesses, and parking provided adjacent to private hangars.
- The number of parking spaces required depend on the individually proposed uses and determined based on the following:
 - One space for every 300 square feet of gross leasable floor area (retail, office, commercial uses);
 - One parking space for each employee on the maximum shift, plus customer parking, plus one space for each vehicle operated from or on the site (manufacturing, warehouse, wholesale, distribution uses);
 - One parking space for each two hundred square feet of gross leasable area (medical or dental office uses).
- The Commission made changes to number of parking spaces required for mixed uses and asked staff to look at possibly formulating another use section entitled 'other uses.'
- There was previous discussion about adding a parking category for 'rental car facility' use.
- The exception section on page 15 of the Ukiah Municipal Airport Building Area and Land Use Development Plan Guidelines document addresses relief from the parking requirements.
- Staff has noted one parking space for every 300 square feet of gross leasable floor area is the most generous of the City regulations.
- A hangar is not really a use. Aircraft are stored in hangars. The use is the plane. There are private and commercial hangars. Essentially what occurs with regard to Pasco and Port-a-Port hangars is vehicles are parked inside the hangar when aircraft is absent.

- 1 • If there is no parking standard, one must be formulated. One of the reasons a Use Permit is
2 required is to look at the parking requirements necessary for a particular use.
- 3 • The Commission supported conducting a study that provided the parking availability for
4 buildings and lots landside. This would provide information about the total number of parking
5 spaces available if filled to capacity and how many spaces are available to lease.
- 6 • The Commission also supported conducting a survey that provides the square footage for
7 buildings to determine parking requirements for each building taking into consideration
8 employee parking needs, the use, and how communal lots should be addressed. The survey
9 would also provide information whether or not there is sufficient parking at the Airport for the
10 various uses, as well as provide information whether there may be a need to modify the
11 parking requirements based on gross leasable floor area in the City's Zoning Ordinance to
12 better fit the parking needs at the Airport.

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14 **Staff:**

- 15 • Provided the Commission with information that has the square footage for hangars/FBO's for
16 Westside North, Westside Central and Westside South for the Commission to consider the
17 parking needs for these buildings, landside.
- 18 • Asked the Commission to review the 2010 Airport Parking Report together with the building
19 dimension document and discuss the parking needs for these buildings. It may be the
20 threshold for determining the parking requirements based on gross leasable floor area may
21 need to be modified.
- 22 • Addressed how the 2010 Airport Parking Report was prepared.
- 23 • Addressed the requirements for the standard size of a parking space according to the City
24 regulations.
- 25 • On-street parking does not count toward the parking requirements.
- 26 • Designated ramp space should not be used for parking purposes.
- 27 • Some tenants pay for parking as part of a building or ground lease while others do not. For
28 instance, T&M Aviation leases space for parking along the front side of the building. The
29 owner of West Coast Wings does not pay for any ground space in front of his hangar.
30 Parking accommodations should be part of the lease agreement for all uses.
- 31 • The Taylor Hangars have no area to park vehicles. Gregg Taylor pays ground rent.

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33 **Commission:**

- 34 • Reviewed the Parking Report and generally discussed current parking landside for the
35 buildings located Westside North, Westside Central, and Westside South also taking into
36 consideration potential future development in these areas, including possible parking
37 alongside the access road of Max Hartley Way.
- 38 • It was noted the buildings are a mix of uses to include commercial FBOs, office, and private
39 hangars that are used to store airworthy aircraft.
- 40 • The Commission looked at the dimensions for the Ashiku hangar, West Coast Wings, T&M
41 Aviation, Jahnke hangar, Calstar facilities that include offices and a hangar, Federal Express,
42 Featherlite Inc. and other buildings, such as the administration building in terms of the use
43 and how each functions.
- 44 • There was discussion about parking standards, necessity and/or how they may apply to
45 privately leased hangars of different types and privately owned hangars, such as the Taylor
46 Hangars.
- 47 • Considered formulating categories for the different uses to calculate parking required based
48 on the square footage of the building footprint.
- 49 • Considered varying threshold levels based for the different building footprints. For instance,
50 private hangars = 1,000 sq.ft; manufacturing = 500 sq. ft.; FBOs between 850 – 1,000 sq. ft.
51 and compared to the UMC's requirement of one parking space for every 300 sq. ft. of gross
52 leasable floor area.
- 53 • Considered shared parking accommodations when there is an overflow for a particular use.
- 54 • Noted the buildings have areas that are underutilized that could be used for parking, but
55 instead is being used for storage.

- Parking spaces should be leased rather than using spaces in parking lots unless additional parking is necessary for a use.
- Persons leasing single aircraft hangars vehicles typically park inside a hangar when aircraft is absent or park in the communal lot.

M/S Sloan/Steinmann to recommend Council review and approve parking standards at the Airport as follows: Motion carried (3-0)

- Manufacturing - one parking space for every 500 sq. ft. of gross leasable floor area.
- Freight with storefront – one parking space for every 750 sq. ft. of gross leasable floor area.
- Aircraft storage, maintenance and freight without storefront – one parking space for every 1,000 sq. ft of gross leasable floor area.
- Single aircraft hangars port-a-port and similar assumed vehicles will be parked in the space of the plane when absent with overflow in communal lots.
- All other uses or potential new uses and/or developments or exclusions that do not meet the above parking requirements for these uses, default to the City of Ukiah Zoning Code requirements for parking as presently set forth. For Retail, Office, Commercial uses the parking requirement is one space for every 300 sq. ft of gross leasable floor area and for medical or dental office uses, the parking requirement is one space for each 200 sq. ft of gross leasable area.

5B. Hangar Inspection

Airport Manager Owen: Staff continues to work on hangar inspections wherein staff is addressing those tenants that are not in compliance with Airport hangar policies.

The Commission discussed the potential need for Council to review problems with tenants not in compliance with Airport hangar policies. There are hangars still being used for storage purposes and this is a violation of the Airport hangar policy.

Airport Manager Owen:

- Would like more time to resolve issues with those tenants not in compliance.
- Supports hangar inspection updates continue to be agendized for discussion.

6. REPORTS

6A. CALSTAR

Airport Manager Owen reported Calstar is having problems with AT&T and this is preventing them from moving forward with relocation.

6B. Taylor Hangar Review

Airport Manager Owen:

- Is hopeful the ongoing matter of Blue Jay Drug and non-compliance with Airport hangar policy will go before Council in early February.
- Will advise the Commission when this matter will go to Council.

6C. FAA ACIP Meeting

Airport Manager Owen:

- The FAA ACIP meeting with the FAA representative has not yet taken place.

7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN FEBRUARY

1. Hangar inspection update.
2. Airport Land Use Plan review.
3. Taylor Hangars (discussion/action).
4. FAA ACIP Meeting report.
5. Calstar update.
6. Airport Day.
7. Airport budget update and last year's budget for comparison purposes.

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8. COMMISSIONER COMMENTS

None.

9. STAFF COMMENTS

Discussion about having a barbeque for Paul Richey.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 8:36 p.m.

Eric Crane, Chair

Cathy Elawadly, Recording Secretary