UKIAH REGIONAL AIRPORT COMMISSION
February 1, 2011
Minutes

COMMISSIONERS PRESENT
Eric Crane, Chair
Carl Steinmann
Jeff Sloan
Don Albright

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

COMMISSIONERS ABSENT
None

STAFF PRESENT
Daryl Hudson
Paul Trexel
Lucy Neely
Miles Gordon
John Eisenzopf

1. CALL TO ORDER
The Airport Commission meeting was called to order by Chair Crane at 6:00 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 4, 2011
Chair Crane made the following corrections to the minutes:
Page 1, line 53, corrected to read, ‘Essentially what occurs with regard to Pascoe and Port-a-Port
hangars is vehicles are parked inside the hangar when aircraft is absent.’

Page 3, line 9, corrected to read, ‘Freight with storefront – one parking space for every 750 sq. ft. of
gross leasable floor area.’

M/S Steinmann/Sloan to approve January 4, 2011 minutes, as amended. Motion carried (4-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS
Miles Gordon of NCO inquired about the protocol for introducing the possibility of having a
community garden project at the Airport. There are two sites of interest for development of a
community garden and they include a plot of land just south of Norgard Lane on the south end of the
runway and the open land in the Westside Mixed South/Central area in the B1 compatibility zone.

The Commission requested the matter be agendized for a full discussion.

5. DISCUSSION/ACTION

5A. Airport Land Use Plan
Senior Planner Jordan:
- Recommended the Commission begin the review process tonight by completing the use
  Table 1: Building and Site Uses in attachment 2;
- Referred to the Airport Layout Map where staff has identified the current compatibility criteria
  for each of the specified areas to assist with the use table discussion.
- Further referred to the staff report for this agenda item that provides a summary of the work
  completed on the draft Airport Land Use Plan, as well as recommends additional work that
  can be done.

Revisions to the use table made by the Commission are attached hereto as part of the minutes.
Lucy Neely:
- Recommends providing for a new use category that would address community gardens in the form of an agriculture use.
- One site NCO is looking at for a community garden is in the mixed westside area that is located in the B1 compatibility zone.
- Questioned when looking at Table 7A: Current Compatibility Criteria, why ‘pastures, field crops, vineyards’ are considered normally acceptable uses in the A compatibility zone or zone that is located in the runway protection zone or building restriction line.

Staff: It is possible to create a new category for ‘agriculture’ and define its intensity. There has been discussion about what constitutes a pasture, a field crop, and a vineyard since each use of these uses is different. A community garden differs from these uses. Agriculture would essentially be an inadequate term because it has different intensities. It would be important to work on definitions associated with uses that involve agriculture and growing food.

Lucy Neely: The intent is to have a space on the Airport, preferably westside mixed where people can grow food because they have no space for such activity and this would be more related to ‘field crops.’

Commission consensus is to agendize having a potential community garden at the Airport for discussion.

Commission comments of Use Table 1:
- Intent is to consider each use in the table as to the best and highest use for each area and subarea.
- Likes that the uses are categorized into Fixed Wing Uses and Rotocraft Uses.
- Recommends adding another category for Other Uses.
- Use Table, Footnote 3 – modified to read, ‘When the corporation yard relocates, the uses revert to the uses allowed and permitted in Eastside North Subarea 1 and Eastside North subarea 3.’
- Aircraft painting, body work, machine shop – Discussion whether this use should be allowed outright or require a use permit for Westside South wherein the primary concern is potential health impacts to residents living next to the Airport.
- Staff: This type of use is highly regulated having stringent standards for operation including design features that the level of potential health risks to neighboring residents on the other side of the Airport fence would be reduced to less than significant or zero.
  - Automobile parking – Is a standalone activity and is not associated with a rental car business having a low impact use that can generate income when there is no interest for another type of use.
- Staff: Best to require a use permit for automobile parking on the westside and encourage parking in the communal lots as much as possible so as to conserve land for development rather than for parking.
  - Charters & tours – airport, helicopter – Preference would be to make two separate categories, charter & tour airplane and charter & tour helicopter and move to rotocraft section. Discussion about requiring a use permit for Westside South to preserve/maintain this area for general aviation purposes. For Eastside North subarea 3, possibly include footnote that states, ‘in conjunction with rotocraft charter. Staff will review the recommendations.
  - Charter & tours – hot air balloon, rigid airship – Discussion about how this use could occur at the Airport because there would likely be a ticket office in a separate area from the site where the activity would occur. A rigid airship is very different from a hot air balloon and not a common aircraft seen at airports. Possibly divide charter and tour into charter and tour.
business office separate from storage/operation of the various classes of aircraft. Staff will
review and make a recommendation about this category.

- Commercial schedule passenger service (non-charter) – consider if service is rotocraft
  operations before determining whether use is allowed or requires a use permit for each of the
  areas and subareas.

- Conference room/facility – consider building with storefront that could accompany a
  conference room use or as an accessory use to a primary use that is allowed.

- Convenience store – consider accessory use to a primary use that is allowed; AC for
  Eastside South subarea 2 if there is a terminal building.

- Courier services – strike.

- Gateway development – is not a use – strike category even though it is referenced in the
  purpose and intent section.

- Helicopter parking – transient and heliport – move to rotocraft use section.

- Outdoor seating area – strike.

- Pilot lounge – Questioned whether a standalone pilot lounge is acceptable in Westside
  Central.

- Rental – aircraft, helicopter – staff to review for recommendation.

- Rental car parking facility – change to ‘Rental car parking – vehicles only, no office customer
  service area.’

- Continue working on the use table at the next regular meeting.

Staff:

- Aircraft parking & tie downs - Rotocraft parking and tie downs are separately defined.

- Flight instruction classrooms – Should be AC within a terminal building.

- Flight schools – Could have a classroom in it.

- Page 2 of the use table provides for a rotocraft flight school.

- Professional offices – aviation related – Do not be concerned with building size when
  determining the use, but rather on the intent, which is to build a large office that meets the
  minimum building footprint requirement.

- Restaurant – Is either allowed or requires a UP. It should not be considered as an accessory
  use.

There was a general discussion whether or not to make a separate category for nursery and/or
replace it with a similar nursery use, such as a community garden. Due to land constraints, the
existing nursery use is a good fit. What type of use would work if the nursery was no longer there
since there is not a lot of aviation related uses that could go in this area?

5B. Hangar Inspection

Airport Manager Owen:

- There is one tenant that does not have aircraft in it and eviction proceedings are in the
  process.

- While there are some tenants not in compliance with their hangar lease for not having an
  airworthy aircraft, there are approximately three tenants in particular that either do not have
  airworthy aircraft and/or have aircraft that is not ‘annualled’ or insured. These tenants have
  been in violation of their hangar lease for some time and occupy Pascoe hangars, which are
  popular and in demand.

- Referred to the Airport Hangar Rental Agreement and noted the supplement to the lease
  addresses the hangar list procedures and eligibility requirements. Item 9 requires that aircraft
  must be airworthy within 12 months after the lease is signed or 12 months after
  implementation of these requirements.

Commission:

- Supports having hangar tenants that have airworthy aircraft. They can purchase fuel from the
  Airport and support other services/businesses.
There was discussion whether or not to take some type of action on the three tenants that have not been in compliance with their hangar lease agreement for some time.

Chair Crane passed the 'gavel' to Commissioner Albright in order to make a motion.

M/S Commissioner Crane/Sloan to recommend pursuance of legal action by the City Attorney for all non-compliant tenants that have not demonstrated an airworthy aircraft in their hangar within the past year and/or have not been current with this requirement. If the City Attorney does not proceed with prosecution proceedings, refer the matter to City Council. Motion carried (4-0).

There was a brief discussion regarding the eviction process.

5C. Small Hangar Lease
The Commission reviewed the lease, particularly subsection 7, Assignment. While the Commission noted a ‘loophole’ in the language and acknowledged that an issue exists, no action was taken for modification to the document at this juncture.

Staff will review how other general aviation airports address hangar leases, assignments of leases with regard ownership of aircraft, subletting of hangars and succession of title to aircraft with regard to compliance with airport hangar policy and procedures for further Commission consideration.

5D. Budget Review 09-10 final 10-11 YTD
Airport Manager Owen referred to the budget documents and advised of an accounting error in the posting of fuel revenue that occurred in 2009 which has been corrected.

The Commission generally discussed the Airport expenditures, particularly expenditure line items, 291, 292, and 320. The Commission will further discuss the budget.

5E. Blue Jay Health
Airport Manager Owen: The eviction matter of Blue Jay Health from the Taylor Hangar will be reviewed by City Council at the regular March 16 meeting.

6. REPORTS
6A. CALSTAR
Airport Manager Owen reported Calstar continues to have problems with AT&T and this is preventing them from moving forward with relocation.

6B. Airport Day
Airport Manager Owen: Committee meetings are regularly occurring.

7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN FEBRUARY
1. Hangar inspection update.
2. Hangar Rental Agreement.
3. Airport Land Use Plan review and use table.
4. Airport Budget.
5. Calstar update.
6. Airport Day update.
8. Discussion of hangar improvement plan.
9. NCO Community Garden at Airport.

8. COMMISSIONER COMMENTS
Commissioner Albright will be unable to attend the regular March meeting.

9. STAFF COMMENTS
10. **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:58 p.m.

Eric Crane, Chair

Cathy Elawadly, Recording Secretary