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UKIAH REGIONAL AIRPORT COMMISSION
April 5, 2011
Minutes

COMMISSIONERS PRESENT

Eric Crane, Chair
Don Albright (Arrived 6:26 p.m.)
Carl Steinmann
Jeff Sloan

STAFF PRESENT

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

COMMISSIONERS ABSENT

None.

OTHERS PRESENT

Daryl Hudson
Jim Derickson

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 – March 1, 2011

Chair Crane made the following changes:

Page 2, line 45, sentence corrected to read, 'A community garden would have a short term lease, no more than one year and paid for upfront at the beginning of each growing season.'

Page 2, line 55, sentence corrected to read, 'It may also be some of the areas targeted may not have good soil conditions in which to cultivate a garden including contamination from Public Works dumping and City Corporation Yard spills.'

M/S Steinmann/Sloan to approve March 1, 2011 minutes, as amended. Motion carried (3-0).
Commissioner Albright was not yet present.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None.

5. DISCUSSION/ACTION

5A. Gardens Project at Airport

Airport Manager Owen:

- Requested the Commission discuss whether or not a 'community garden' would be an appropriate use at the Airport and where.
- The lease agreement would address such matters as terms/conditions and security measures.
- Did some research about 'special uses' and accordingly did not find anything in the FAA grant assurances that does not allow for a community garden use.
- Consulted with other airports and whether they allow community gardens. SFO International Airport does have a community garden on property that is owned by the airport.
- Some of the more common comments from other airports expressed concern that community gardens would attract animals, birds or create unnecessary problems for airports.

Commission:

- The Commission discussed allowing a community garden use and identified two possible areas that would most likely work for this type of use. The undeveloped land in the mixed

- 1 area of Westside Central is probably the best location for a garden in terms of accessibility.
2 The condition of the soil in this area may be problematic.
- 3 • Unlike the City, which has donated/allowed a community garden use on City property, every
4 person (tenant) using Airport property is required to pay rent.
 - 5 • Generally agrees with the concept that a community garden is an acceptable use.
 - 6 • It is not so much the use itself, but rather the terms of the use that is of importance.

7
8 **Commission consensus:**

- 9 • Supports tying discussion about the community garden project in with the Airport Land Use
10 Plan discussions.

11
12 **5B. Airport Land Use Plan**

13 **M/S Commissioner Sloan/Steinmann** continued discussion of this agenda item to the next regular
14 meeting when Planning staff is available. Motion carried (3-0). **Commissioner Albright** was not yet
15 present.

16
17 **5C. Hangar Small Hangar Lease**

18 **Airport Manager Owen:**

- 19 • Thanked Airport Assistant Ken Ronk for his fine work on the revisions to the hangar rental
20 agreement.
- 21 • Referred to the proposed amended Ukiah Regional Airport Hangar Rental Agreement and
22 asked the Commission to review and comment.
- 23 • Noted the addition of the 'Aircraft of Record Registration and Documentation Checklist' as
24 part of the lease agreement. Every tenant will be required to meet the requirements of this
25 document.
- 26 • A new provision of the rental agreement provides that hangar inspections will be conducted
27 every year in January. Notification of pending inspections will go to the tenants in their
28 December billing for hangars that will allow tenants the opportunity to prepare for their
29 inspections.
- 30 • All hangar tenants will be required to complete the 'Aircraft of Record Registration and
31 Documentation Checklist.
- 32 • Also, referred to 'Aircraft hangar Waiting List Application and Policy, a form staff uses and
33 asked staff to review.

34
35 **Commission:**

- 36 • Specifically reviewed changes made to Section 4, Right of Inspection, Section 7, Assignment,
37 and Section 15, Insurance.
- 38 • Supports including a clause in the rental agreement that provides for a reasonable timeframe
39 to be determined to begin once the hangar inspection notices have been sent to allow
40 sufficient time for tenants to prepare for the January hangar inspections and/or contact staff
41 if necessary to arrange for a special inspection.
- 42 • Approves of the changes made to the lease agreement.
- 43 • Approves of the Aircraft Hangar Waiting List Application and Policy form.

44
45 **M/S Albright/Sloan** to recommend City Council approve the revised hangar agreement.

46
47 **Commissioner Albright** amended the motion amended to include the language about providing for a
48 reasonable timeframe after the hangar inspection notices have been sent to allow sufficient for
49 tenants to prepare and/or secure the necessary documents for the inspection.

50
51 **Commissioner Albright** amended the motion for the second time that the rental agreement includes
52 the Aircraft Hangar Waiting List Application form. **Commissioner Sloan** seconded the motion. Motion
53 carried (4-0).
54

1 **Staff:** The City Attorney has to review the revised rental agreement prior to going to City Council for
2 final approval.

3
4 **5D. Letter to Council – 291 line item budget**

5 **Airport Manager Owen:**

- 6 • Provided the Commission with a copy of the letter used last year.
- 7 • Asked the Commission to review the letter and decide how they want to proceed.

8
9 The Commission discussed the intent of requesting a breakdown of Expenditure 291 line item as it
10 pertains to the Airport and how best to proceed in this regard.

11
12 The Commission noted City staff and/or Council has not responded to the Commission's prior written
13 request for an explanation how this figure is calculated by identifying the costs and how they are
14 assigned.

15
16 **Chair Crane** proposed some revisions to the original letter.

17
18 The Commission asked if Commissioner Albright would be willing to revise the letter taking into
19 consideration changes proposed by Chair Crane.

20
21 **Commission consensus:**

- 22 • Would like the letter to go to Council as soon as possible.
- 23 • Asked the Commission to review the revised draft via e-mail and make arrangements with
24 staff to sign the document.

25
26 **6. REPORTS**

27
28 **6A. Blue Jay Health**

29 **Airport Manager Owen:**

- 30 • Reported City Council approved the eviction of Blue Jay Health at the regular March 16, 2011
31 meeting.
- 32 • Airport staff has advised Gregg Taylor that he is responsible for handling the eviction
33 proceedings.

34
35 **B. Hangar Inspection**

36 **Airport Manager Owen:**

- 37 • All hangars have been inspected. There are twin hangars presently available for rent.

38
39 **C. Airport Day**

40 **Airport Manager Owen:**

- 41 • Preparations for the event are ongoing with planning of the activities.

42
43 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN MAY**

- 44 1. Airport Land Use Plan
- 45 2. Garden Project
- 46 3. Discussion for formulating a Hangar Improvement Program
- 47 4. Blue Jay Health
- 48 5. Airport Day

49
50 **8. COMMISSIONER COMMENTS**

51 **Chair Crane** inquired about the junk being stored on the east side of the Airport.

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53 **9. STAFF COMMENTS**

54 **Airport Manager** again thanked Ken Ronk for his work on the Small Hangar Agreement.

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10. ADJOURNMENT

There being no further business, the meeting adjourned at 6:58 p.m.

Eric Crane, Chair

Cathy Elawadly, Recording Secretary