UKIAH REGIONAL AIRPORT COMMISSION
August 2, 2011
Minutes

COMMISSIONERS PRESENT
Eric Crane, Chair
Don Albright
Dottie Deerwester
Carl Steinmann

STAFF PRESENT
Greg Owen, Airport Manager
Cathy Elawadly, Recording Secretary

COMMISSIONERS ABSENT
None.

OTHERS PRESENT
Daryl Hudson
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 – June 7, 2011
M/S Albright/Steinmann to approve June 7, 2011 minutes as submitted with Commissioner Albright abstaining. Motion carried (3.0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS
None.

5. INTRODUCTIONS
5A. New/Reappointed Commissioner
Airport Manager Owen:
- Welcomed newly reappointed Commissioner Dottie Deerwester and thanked her for servicing again.
- Jeff Sloan is no longer on the Commission. There was one County seat available on the Commission and two County residents reapplied. Council basically did a coin toss and Carl Steinmann is the newly appointed Commissioner filling the County seat. One City seat on the Commission is still open.
- Thanked Jeff Sloan for servicing on the Commission and for all of his hard work.

6. DISCUSSION/ACTION
6A. Grant – Update
Airport Manager Owen:
- The Hill International, Mead & Hunt and QES team has been selected by Caltrans to conduct a pavement study at the Airport. The study is 100% funded by the State and will help the Airport better understand its needs for future projects.
- The grant is the pavement study.
- City workers may do some crack sealing improvements in the Fall to the runways.

6B. Tenant Improvement Program
Airport Manager Owen:
- The proposed Airport Tenant Improvement Guideline has been reviewed by the City Risk Manager and the City Attorney. No comments regarding the document have been made yet.
- Asked the Commission to provide input.

Commission:
Q1. Does the document directly address insulation? Would insulation be viewed as a Type I or Type 2 project? Insulation is a rather simple project.

Q2. Is there a list for hangar improvements?

Staff:
A1. Insulation is not specifically addressed in the document.
A2. The tenant improvement program allows tenants to make hangar improvements whereby the tenant may request rental credits for any improvements for a Type 1 or Type 2 improvements. A rental credit request over $5,000 must be approved by City Council.

Tenant improvement is defined as any construction, remodeling, addition, new building, build-out of shell space, deletion or addition of communication lines and/or conduit (e.g. telephone lines, fiber, wireless application, and data circuits, any utilities including but not limited to water, gas electrical, HVAC,) signage, parking, landscaping, etc., performed by or for any tenant occupying space within the Airport boundaries.

Some tenants have expressed an interest in making repairs to their hangars. The Airport Tenant Improvement Program provides a way to get the work done. The process begins by a tenant completing a project request.

Commission:
- Type 1 projects involve more intensive types of improvements compared to Type 2 projects that are very simple in nature.
- It is likely most tenants would be interested in the simple types of improvements as opposed to doing a project that could involve extensive remodel of existing buildings, additions to existing buildings, build-out of shell space, extensive site work and other types of more intensive types of improvements.
- Recommended making a list of the project improvements that could be done according to the project type.

John Eisenzopf: Asked about general maintenance for hangars and whether there is a maintenance schedule.

Chair Crane: General maintenance should be the responsibility of the Airport. General maintenance likely occurs on a complaint basis.

Airport Manager Owen:
- If problems occur regarding the function of a hangar, recommends making an appointment with staff to make the repairs.

There was discussion about the condition of some hangars, particularly roof repairs or hangars that have drainage issues during the winter months.

Commission:
- Making an appointment for repairs may be a good opportunity for staff to conduct a hangar inspection and assess what a hangar may need in the way of repairs.
- Inquired about how the rent credit would work.

Staff:
- Rental credit will likely be a percentage of the rent and the percentage amount has not yet been determined. The percentage would be no more than 50%.
- Allowing for a negative rent because of work done by tenants and the rental credits they will receive would not be economically feasible for the Airport. To protect the Airport in this regard, staff would make a determination based on the number of repairs requested as to when the repairs can be done.
The Airport could not financially sustain every tenant having a rental credit at the same time.

Chair Crane:
- Think about creating an expense line item in the budget for tenant improvements since tenant improvements are essentially part of the maintenance budget.

Commission:
- The tenant improvement program is really a deal for both the Airport and the tenants because improvements are being made by tenants potentially at half price and they do not have to pay prevailing wage.
- Ensure the program complies with Forced Accounting rules. A hangar is leased space and is not the property of City. Also, tenants pay a possessory interest tax on the hangar that represents a good demonstration the hangar is in private use.
- Recommends defining a project type for roof repair/replacement in the program so as to adhere to a specific standard. Having a uniform standard makes roof repair of varying types comply with the standards to discourage/eliminate repairs that do not conform to Airport standards. If, for instance, a tenant wanted to seal cracks in a roof to a hangar, this would be Type 2 project.

It may be a tenant wants to make a repair without taking advantage of a rental credit, but rather just wants approval to make the improvements. It may also be the repair is a maintenance repair that can be done by staff.

Staff: Recommends creating a subcommittee to work out the details of the program as well as define the corresponding specifications for projects in anticipation of the types of projects that could be requested.

It was noted Commissioner Albright and Chair Crane will serve on the subcommittee.

John Eisenzopf: Is concerned that repairs will not get done without having a regular maintenance schedule.

It was noted there are some repairs that cannot be done by staff particularly when a building component/part needs to be replaced.

6C. Blue Jay Health – Update

Airport Manager Owen: The City Attorney has started unlawful detainer proceedings. Staff will provide updates about this matter. The City Attorney had issue with how to go about an unlawful detainer proceeding and with taking possession of the hangar facility for just one hangar in violation with the Airport Hangar Policy because of the circumstances since the City owns the land, but not the Hangars. It may be the Courts would frown on the City for going after the hangar facility for just one tenant. The way the lease is written, the City is able to actually evict Blue Jay Health and this is the approach being taken.

John Eisenzopf: It is not often that private money comes to do the Airport to do a project and cautioned the City putting owner Greg Taylor in the ‘cross-fire’ of the Blue Jay Health eviction matter because this might discourage future developers desiring to make an investment in the Airport.

There was Commission discussion about the Greg Taylor Hangars, noting Mr. Taylor was clearly made aware that hangars must be used for aviation purposes with the understanding that non-aviation related would be acceptable temporarily to generate income provided Mr. Taylor actively advertise for an aviation-related use. Blue Jay Health was intended to be an aviation-related use operating as emergency preparedness agency, but the hangar ended up being used for storage purposes instead and this is the reason for the eviction.

6D. CALSTAR relocation – Update
Airport Manager Owen:
- Discussion of this agenda item was made at the request of Chair Crane.

John Eisenzopf:
- Does not support allowing rotocraft and fixed-wing aircraft to operate in the same area because the two uses are not compatible.
- Is of the opinion rotocraft operations should occur on the Eastside of the Airport as opposed to the Westside.
- Does not have a problem with Calstar as an emergency rescue service.
- Does have a problem allowing rotocraft operating in close proximity to fixed-wing aircraft on Westside North because of issues related to safety and debris causing damage to personal and private property.

Eric Crane desired to table this agenda item because the person asking for discussion of this item is not present.

7. REPORTS
7A. Airport Land Use Plan Guidelines
Airport Manager Owen:
- The Airport Commission has completed review of the land use plan document and supports adoption by Council. A considerable amount of time, effort and thought by the Commission went into making a valuable working document that will help shape and guide future planning and development at the Airport.
- The Planning Commission is in the process of discussing the document having recently conducted a public workshop. When review of the document is complete, Planning Commission will make a recommendation to City Council for adoption.

7B. Airport Day
Airport Manager Owen:
- The event turned out well.
- The airplane rides were popular.
- Thanked Nick Bishop for scheduling the display and vintage aircraft to be present for Airport Day.
- Also thanked Mike Whetzel for his assistance with orchestrating the airplane rides.

There was general discussion of the event relevant to the planned activities, vendors, booths, setup plan, and aircraft activities.

8. AGENDA ITEMS FOR NEXT REGULAR MEETING IN AUGUST
1. Hangar Maintenance
2. Tenant Improvement Program sub-committee report
3. Blue Jay Health update
4. Noise Abatement
5. Airport Land Use Plan
6. Budget and fuel sales
7. Redding Auto Body Encroachment update

9. COMMISSIONER COMMENTS/STAFF COMMENTS
Airport Manager Owen report that Floyd Smoller has passed away and services will be held for him in Santa Rosa on Sunday, August 7.

The Airport has a new mailbox/lockbox that will be installed shortly. The existing row of mailboxes will be removed and replaced with the new lockbox, which will be an improvement to the Airport.
The Airport has been very busy lately with the Civil Air Patrol and other helicopter activity related to CAMP and marijuana eradication operations in the national forests.

10. ADJOURNMENT
There being no further business, the meeting adjourned at 7:10 p.m.

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Cathy Elawadly, Recording Secretary