

UKIAH REGIONAL AIRPORT COMMISSION
December 6, 2011
Minutes

COMMISSIONERS PRESENT

Eric Crane, Chair
Don Albright
Dottie Deerwester
Carl Steinmann

STAFF PRESENT

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

COMMISSIONERS ABSENT

None.

OTHERS PRESENT

None.

1. CALL TO ORDER

The Airport Commission meeting was called to order by Chair Crane at 6:04 p.m. 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 – November 1, 2011

The Commission made the following changes to the minutes:

Page 1, line 34, sentence to read, 'Intends to file a claim with the City of Ukiah for damages.'

Page 1, line 35, sentence to read, 'Demonstrated 'FOD' he claims to have picked up in and around some hangar areas.'

Page 2, line 27, sentence to read, 'The paint color options the Airport currently has for hangars are blue-green and green.'

Page 5, line 34, sentence to read, 'The exposure to the City is different in this regard and how should this aspect be addressed in terms of protecting the City relative to liability and worker's compensation issues.'

M/S Deerwester/Steinmann to approve November 1, 2011 minutes, as amended. Motion carried.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS - None.

5. DISCUSSION/ACTION

5A. Tenant Improvement Program

Airport Manager Owen:

- The Tenant Improvement Guideline document states, 'Any rental credit request over \$5,000 must be recommended by the Airport Commission and approved by Council.' City Council recently increased their notification limit from \$5,000 to \$10,000.
- Does not anticipate very many rental credit requests of \$5,000 or greater.
- There are tenants who have expressed an interest in making hangar improvements and would like to take advantage of the rental credit program.

Commission:

- Prefers the notification limit for the Airport Commission remain at \$5,000. Preference is to refer to the 'limit' rather than the 'dollar amount.'
- Council might be making a mistake by increasing the limit where there would be essentially no oversight.
- Questioned how the variations in limits between the two bodies would work. Would the City Manager be the decision making body for rental credits requests between \$5,000 and \$10,000.

- 1 • Supports modifying language in the guideline document relative to Tenant Improvement for
2 Rental Credit section to read, 'Any rental credit request must meet Council notification
3 requirements and approval' and specify in parenthesis what the limits are and the year
4 because the notification limits may change with time.
5

6 **Airport Assistant Ronk:**

- 7 • Noted an airport tenant inquired whether or not he is eligible for rental credit for past
8 improvements he made to his hangar.
9

10 **Commission:**

- 11 • Discussed the matter of whether or not past tenant improvements are eligible for rental credit
12 under the program guidelines and supports that eligibility begin after the guideline document
13 is approved by Council.
14 • There was discussion concerning the Ukiah Regional Airport Improvement Project Request
15 form as to overall format/content and what other information should likely be on the form,
16 such as City Building Department permit application information, possibly information about
17 projected versus actual projects and/or decide what information to provide about the project
18 type and other relevant information staff determines necessary. The intent is to have a useful
19 working document.
20 • Additionally, recommended staff meet with City Development Permit Coordinator to make
21 certain information about who will be performing the work is on the document. The City
22 Building Department permit application asks information about who is taking out the permit
23 with information about contractor licenses and worker's compensation coverage, if this is
24 applicable.
25 • One of the 'Rental Credit Request' should be deleted on the project request form because
26 having more than one reference is unnecessary.
27 • Regarding the 'staff use only' section of the project request form, reformat so this section is
28 more apparent/highlighted and insert 'date' where relevant so that the effective date is
29 indicated for informational purposes.
30 • Is pleased with the document intent and would like to revisit the document with the changes
31 recommended above and/or as determined effective and relevant by staff.
32

33 **5B. Airport F.O.D.**

34 **Airport Manager Owen:**

- 35 • The Airport Commission requested a discussion of airport F.O.D. after a tenant expressed
36 concern in this regard.
37 • Explained the policy and process staff performs when making airfield inspections and
38 provided examples of the checklist that staff uses when making these inspections at the
39 Airport. The checklist is a required form for compliance for FAA part 139 airports. The list of
40 necessary inspections is comprehensive and includes a checklist for the inspection of F.O.D.
41 • The checklist is not required to be completed by general aviation (G.A.) airports, but staff has
42 been doing this as a part of the overall airport maintenance program in conjunction with the
43 Standard Operating Procedures section 6.1, Periodic Sweeping.
44

45 **Commission:**

- 46 • Reviewed the checklist, approved of the overall contents and the list of airfield inspection
47 categories.
48 • There were questions and a discussion about airfield inspections as to when/how and
49 whether or not staff uses the checklist effectively and/or as it is intended.
50

51 **Staff:**

- 52 • Noted staff does not always use the same method and/or approach for filling out the 'start'
53 and 'end' time information on the report.
54 • Elaborated on how maintenance to the runways, taxiways, and aprons is performed and the
55 type of equipment used.

1 As such, there was discussion concerning the 'start' and 'end' time information and whether or not
2 this information really needs to be on the document so long as the airport inspection categories are
3 acceptable and the inspections completed as provided for on the report.
4

5 **Commission:**

- 6 • Recommends eliminating the 'start' and 'end' time information on the top left-hand corner of
7 the checklist document.
8

9 **5C. Airport North East Corner (old lumber mill site)**

10 **Commission:**

- 11 • Is highly concerned with the visual conditions of this area.
- 12 • Has observed City Public Works and Electric Department have gradually moved equipment,
13 vehicles and other items on this site to the magnitude that it has become unsightly.
- 14 • The City Corporation Yard is located on the Airport and the old lumber mill site is not part of
15 the City Corporation Yard.
- 16 • The City Corporation Yard is an Airport tenant even though there is no actual exchange of
17 money in terms of rent because the exchange is for maintenance services performed by the
18 Corporation Yard at the Airport. In theory, the City Corporation Yard maintains a certain
19 square footage in terms of the assessed rent and is essentially encroaching into an area at
20 the old lumber mill site they do not pay rent for.
- 21 • It may be a letter should be crafted from the Commission that says the old lumber mill site
22 needs to be abated from the debris that currently exists or get rent for the use.
- 23 • The aforementioned approach is not in keeping with the City's objective of providing for
24 aesthetically pleasing gateways to Ukiah, of which there are many prominent gateways
25 throughout the City. In particular, the north east corner of the Airport is located adjacent to a
26 well-traveled roadway and in the vicinity of nice motels, restaurants, and retail establishments
27 in the Airport Industrial Park (AIP). It is certain the public and visitors of our community view
28 this area of the Airport as unsightly and poorly maintained. It resembles that of a 'junk' yard.
29 What message does this give to the public about the City?
- 30 • The area includes bare ground and contains one building that is not ADA compliant. The land
31 area and building despite that the building is not ADA compliant are currently for lease and
32 have been for quite some time, but not marketable with all the 'City debris' that currently
33 occupies it. There was a brief discussion of uses that would be appropriate for the area.
- 34 • It was noted the objective of the revised Ukiah Municipal Airport Building Area and Land Use
35 Plan Development Guidelines is to utilize the areas and subareas at the Airport to their best
36 and highest use such that the corresponding uses are aviation-related. There was discussion
37 about how this can most effectively be accomplished in terms of what types of uses, short
38 versus long term leases would best benefit the area. It may be the Commission should revisit
39 the land use document as to short and long term uses that would be appropriate for the area
40 in keeping with the intent and purpose section of the document as it relates to the Eastside
41 North, particularly the northeast corner where the former lumber mill operated. The purpose
42 is to generate revenue, provide for and encourage developments with the best and highest
43 uses that are compatible to the Airport that cannot be effectively done by encumbering the
44 site with non-compatible long term uses.
- 45 • There was discussion about the best approach for how to get the area cleaned up so it is
46 marketable and can be advertised for lease. At this point, the site cannot be advertised for
47 lease until it is cleaned up.
- 48 • There was discussion about the size of the site in terms of leasable space that can be
49 charged.
50

51 **Staff:** Is supportive of the Commission drafting a letter about removal of the debris to the City
52 Manager with a copy to Council and the City Public Works and Electric departments so that the space
53 can be leased.
54

1 **Chair Crane:** Asked if there was a basis for allowing the Corporation Yard to be where it is in the first
2 place?

3
4 **Staff:** Is not aware of any basis.

5
6 **Commission:**

- 7
- 8 • Recommended staff talk to the Public Works and Electric Departments by letting them know
9 the matter of removing City debris from the former lumber site so it can be leased is on the
10 Airport Commission agenda.
 - 11 • Highly supportive of marketing the site for rental purposes.

12 **Chair Crane:** Another benefit to the area would be to construct curb, gutter and sidewalks along
13 Hastings Road and Airport Road and supports consulting with the RDA about the likelihood.

14
15 There was discussion about the benefit of cleaning up the site to encourage development/uses
16 compatible to the Airport that would tie in with hotel/retail/commercial/restaurant uses in the AIP.

17
18 **5D. Blue Jay Health – update**

19
20 **Airport Manager Owen:**

- 21
- 22 • The court date for hearing regarding the unlawful detainer was set by the clerk of the court for
23 November 18, 2011.
 - 24 • The City Attorney had previously specified what dates he would not be available to appear
25 regarding the unlawful detainer case.
 - 26 • The clerk of the court chose November 18 as the hearing date, but inadvertently did not
27 notify/serve any of the parties concerning the court date and, as a result the case was
28 'dismissed with prejudice.' This means the unlawful detainer proceedings and process would
29 have to begin all over again.
 - 30 • The City Attorney consulted with the clerk of the court and the clerk admitted no notices were
31 sent to any of the parties.
 - 32 • The case has been reinstated and another court date will be made shortly.

33 There was discussion about Blue Jay Health expressing interest about renting other sites on the
34 Airport.

35
36 **Staff** noted while Blue Jay Health wants to pay his rent for lease of a Taylor Hangar, the rent is not
37 being accepted because he is being evicted. Essentially, Gregg Taylor is not able to rent the hangar
38 as long as the eviction process carries on.

39
40 **5E. Redding Auto Body Encroachment – update**

41
42 **Airport Manager Owen:**

- 43
- 44 • The City Attorney and attorney for the property owner are collaborating regarding the
45 encroachment issue.
 - 46 • Staff is seeking to remove the fence.
 - 47 • Staff will update the Commission regarding the encroachment matter.

48 There was discussion about the fence and how long it has encroached on Airport property.

49
50 **6. REPORTS**

51 **6A. Airport Maintenance**

52
53 **Airport Manager Owen:**

- 54
- 55 • Commented on weed abatement techniques used for the runway and other areas on the
Airport.

- 1 • Reported work crews have been clearing brush and other vegetative debris in and around the
2 Airport that includes the clearing of culverts to provide for better drainage.
3 • Is pleased with the work done by these work crews.
4

5 There was Commission discussion about alternative methods for weed abatement that may be
6 beneficial relative to Airport maintenance.
7

8 **6B. Holiday Party December 15**

9 Staff reported the annual Airport Christmas potluck party is Thursday, December 15.
10

11 There was a brief discussion about who gets an invitation to the potluck.
12

13 Staff noted the Airport administration building fills every year with those persons affiliated with the
14 Airport and this includes FBO's, tenants, staff, and other persons that have a connection with the
15 Airport and/or Airport operations. The event is not really open to the public as in a 'freebee lunch.'
16

17 It was the consensus of the Commission to cancel the regular January 3, 2012 Commission meeting.
18 The next regular Commission meeting will be February 7, 2012.
19

20 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN FEBRUARY**

- 21 1. Tenant Improvement Program
22 2. Noise Abatement
23 3. North East corner/former lumber mill site
24 4. Blue Jay Health
25 5. Airport Land Use Plan schedule for review by Council
26 6. Airport Day
27 7. Redding Auto Body
28 8. Budget update
29

30 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

31 **Commissioner Deerwester** reported a dinner for veterans and their families will be held this
32 Saturday, December 10, at the Ukiah Veterans building from 5 to 7 p.m.
33

34 **9. ADJOURNMENT**

35 There being no further business, the meeting adjourned at 8:11 p.m.
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37

38 _____
39 Cathy Elawadly, Recording Secretary
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