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

Airport Assistant Ronk:
• Noted an airport tenant inquired whether or not he is eligible for rental credit for past improvements he made to his hangar.

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

5B. Airport F.O.D.

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

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

Staff:
• Noted staff does not always use the same method and/or approach for filling out the ‘start’ and ‘end’ time information on the report.
• Elaborated on how maintenance to the runways, taxiways, and aprons is performed and the type of equipment used.
As such, there was discussion concerning the ‘start’ and ‘end’ time information and whether or not this information really needs to be on the document so long as the airport inspection categories are acceptable and the inspections completed as provided for on the report.

Commission:
- Recommends eliminating the ‘start’ and ‘end’ time information on the top left-hand corner of the checklist document.

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

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

Staff: Is supportive of the Commission drafting a letter about removal of the debris to the City Manager with a copy to Council and the City Public Works and Electric departments so that the space can be leased.
Chair Crane: Asked if there was a basis for allowing the Corporation Yard to be where it is in the first place?

Staff: Is not aware of any basis.

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

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

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

5D. Blue Jay Health – update

Airport Manager Owen:
- The court date for hearing regarding the unlawful detainer was set by the clerk of the court for November 18, 2011.
- The City Attorney had previously specified what dates he would not be available to appear regarding the unlawful detainer case.
- The clerk of the court chose November 18 as the hearing date, but inadvertently did not notify/serve any of the parties concerning the court date and, as a result the case was ‘dismissed with prejudice.’ This means the unlawful detainer proceedings and process would have to begin all over again.
- The City Attorney consulted with the clerk of the court and the clerk admitted no notices were sent to any of the parties.
- The case has been reinstated and another court date will be made shortly.

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

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

5E. Redding Auto Body Encroachment – update

Airport Manager Owen:
- The City Attorney and attorney for the property owner are collaborating regarding the encroachment issue.
- Staff is seeking to remove the fence.
- Staff will update the Commission regarding the encroachment matter.

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

6. REPORTS

6A. Airport Maintenance

Airport Manager Owen:
- Commented on weed abatement techniques used for the runway and other areas on the Airport.
• Reported work crews have been clearing brush and other vegetative debris in and around the Airport that includes the clearing of culverts to provide for better drainage.
• Is pleased with the work done by these work crews.

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

6B. Holiday Party December 15
Staff reported the annual Airport Christmas potluck party is Thursday, December 15.

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

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

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

7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN FEBRUARY
1. Tenant Improvement Program
2. Noise Abatement
3. North East corner/former lumber mill site
4. Blue Jay Health
5. Airport Land Use Plan schedule for review by Council
6. Airport Day
7. Redding Auto Body
8. Budget update

8. COMMISSIONER COMMENTS/STAFF COMMENTS
Commissioner Deerwester reported a dinner for veterans and their families will be held this Saturday, December 10, at the Ukiah Veterans building from 5 to 7 p.m.

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

____________________________
Cathy Elawadly, Recording Secretary