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**UKIAH REGIONAL AIRPORT COMMISSION**  
**March 6, 2012**  
**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**

Greg Beaver

**1. CALL TO ORDER**

The Airport Commission meeting was called to order by Chair Crane at 6:00 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** – February 7, 2012

**Commissioner Deerwester** made the following corrections to the minutes:

Page 1, lines 38 – 41 to read, ‘Commissioner Deerwester: Recommends the final document provides for a date of approval. It is important to document/track project requests.’

Page 2, line 13, ‘Airport uses’ should read ‘Airport users.’

**M/S Albright/Deerwester** to approve February 7, 2012 minutes, as amended. Motion carried (4-0).

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

**5. DISCUSSION/ACTION**

**5A.** Air Bp

**Airport Manager Owen:**

- Airport staff has been notified that Air Bp is no longer in the aviation fuel business.
- It is the same company operating under the brand name of Epic Aviation. The fueling operation has not changed as the trucks, staff, and the place where the fuel comes from are the same.
- The City no longer offers a 10 cent a gallon discount for the use of a Bp credit card.
- Fuel can be purchased by cash or credit card.
- Epic Aviation does have a credit card, but is not offering a discount with its use at this time.
- Staff noted that many fuel service providers are getting out of the aviation fueling business.
- Staff is working on a RFP for fuel service providers for the purpose of knowing what other providers are operating out there.

**Airport Assistant Ronk:**

- Acknowledged the Airport fueling service operation and tracking of revenues and expenses is the same except that it operated under Epic Aviation that is supplying the fuel and added the existing Bp brand on the fuel trucks will be changed accordingly.

There was Commission discussion:

- How fuel prices for Avgas and Jet A are established.
- The procedure for tracking revenues and expenses.

- 1 -Year-end fuel revenue comparisons.  
2 - Procedure for fuel mark-up.  
3

4 **5B.** Noise Abatement brochure

5 **Chair Crane:** Will supply staff with photographs for the Noise Abatement brochure as previously  
6 discussed.  
7

8 **Airport Assistant Ronk:**

- 9
  - Will incorporate the photographs as part of the brochure update.
  - Acknowledged the brochure can be emailed to the Commissioners for review and comments  
10 prior to the next regular Commission meeting.  
11  
12

13 **5C.** Budget update

14 **Airport Manager Owen:**

- 15
  - Has no new information on the current budget.
  - Referred to the budget spreadsheet relative to total revenue from fuel sales, tie-downs,  
16 callout, catering, other rent, and Calstar fuel sales versus fuel costs from July 2011 through  
17 February 2012.  
18  
19

20 The report also shows:

- 21
  - Total revenue and expense figures recorded by the Airport and City Hall  
22 AS400 accounting system. There is a difference in what the Airport has  
23 reported from what City Hall has reported and this is because the City is not  
24 current in its posting of data.
  - The report also shows revenue and costs for fuel as recorded by the Airport  
25 and City Hall finance Department. Again, there is a different between what  
26 the Airport reports and what City Hall reports and this is because City Hall is  
27 not current in its posting of data.  
28
  - Staff will meet with City finance staff to make sure revenue and expense items reported from  
29 City Hall compares to what the Airport reports.
  - The tracking of the aforementioned information by Airport staff is a new procedure and works  
30 well in terms of understanding where the Airport stands relative to revenue/expenses and fuel  
31 revenue/costs.  
32  
33  
34

35 There was discussion concerning the budget for FY 2012-13 and the procedure thereof. Airport staff  
36 prepares the budget and presents it to City Hall. Staff noted certain budget line items are managed  
37 only by City Hall and not Airport staff.  
38

39 **Chair Crane:** Inquired about the 'building' set aside monies for hangar projects and whether or not  
40 this is still occurring in the budget.  
41

42 **Airport Manager Owen:** It is his understanding the money set aside represents a percentage of fuel  
43 revenue and that at some point the money was not being set aside anymore so the money budgeted  
44 was put into the Airport's fund balance.  
45

46 **Chair Crane:** Asked if staff knows how much the City Corporation Yard will be credited to the Airport  
47 for services rendered to the Airport in lieu of rent as well as how much 'General Services' will be this  
48 fiscal year.  
49

50 **Airport Manager Owen:**

- 51
  - Explained the budgeting for the City Corporation Yard and noted the 'in-lieu' fees were  
52 typically set at \$20,000 annually. The problem with showing \$20,000 in the budget as  
53 revenue generated from the Corporation Yard is that with no actual transaction of money  
54 because the figure represents services provided to the Airport in lieu of rent, the budget was

1 not accurate. Since the money from the Corporation Yard is never received, Airport staff  
2 stopped showing this figure in the budget.

- 3 • Airport staff has no knowledge about budget line item 'General Service' because that is  
4 managed by City Hall finance department.  
5

6 There was general discussion about other budget line items distinguishing those that are managed by  
7 City Hall finance Department and those that are managed by the Airport staff. The Commission will  
8 have the opportunity to review the budget for fiscal year 2012-13 when it is complete.  
9

10 **5D.** Airport Northeast Corner Marketing (former lumber mill site)

11 **Airport Manager Owen:** Asked the Commissioners what type of approach they would like to take for  
12 marketing the former lumber mill site, such as budgeting to have a marketing firm and/or realtor come  
13 and provide input.  
14

15 **Chair Crane** asked if staff has given thought to consulting with City Hall about possibly tying in the  
16 marketing of former lumber mill site with the proposed Costco project.  
17

18 **Staff:** Will look into the possibility.  
19

20 The Commission agreed one of the first steps would be to provide signage to let the public know the  
21 land is for lease. The Commission understands that a short-term lease, month-to-month could be  
22 problematic in terms of getting a really concrete/compatible Airport-related use.  
23

24 **Staff:** Noted month to month building leases can be negotiated and executed by the Airport  
25 Manager. City Council negotiates and executes long-term leases.  
26

## 27 **6. REPORTS**

28 **6A.** Blue Jay Health  
29

30 **Airport Manager Owen:**

- 31 • Blue Jay Health tenant has been evicted.
- 32 • The hangar has been emptied including all the containers.  
33

34 There was a general discussion about City-owned hangar rental rates and if the application of the  
35 'accelerated CPI' approach is working that allows the Airport to catch up on rental rates as there was  
36 a significant period of time when hangar rental rates were not raised commensurate with CPI  
37 standard rates.  
38

39 **Staff** indicated the process is working and explained how.  
40

41 **6B.** Airport Land Use Plan Schedule for Review by Council

42 **Airport Manager Owen:**

- 43 • The ALUP has not been scheduled for review by Council.
- 44 • At this time, planning staff is busy with other projects.
- 45 • The ALUP will be agendaized for Council review as soon as is possible.
- 46 • Staff will keep the Commission informed.  
47

48 **6C.** Airport Day

49 **Airport Manager Owen:**

- 50 • Airport Day is tentatively set for June 9<sup>th</sup>.
- 51 • June 9<sup>th</sup> is also high school graduation.
- 52 • Lee Wachs who is instrumental in getting vendors for the event is looking to get assistance  
53 from the service organizations.
- 54 • Last year none of the local service organizations/clubs participated in Airport Day.

1 There was Commission discussion about the possible benefit of having Airport Day the same day as  
2 high school graduation and the need for service clubs/organizations to participate like in past years.  
3

4 **Chair Crane:** It used to be that the Boys Scouts of America took care of the parking for the event.  
5

6 **Commissioner Deerwester** will talk to the VFW and the American Legion about participating in the  
7 event and report to the Commission in this regard.  
8

9 **6D. Redding Auto Body**

10 **Airport Manager Owen:**

- 11 • Explained how and where Redding Auto Body's fence encroaches on City property and the  
12 efforts being made to get this problem corrected. Essentially, the fence is within the correct  
13 boundaries in some places and not in others.
- 14 • The problem is the fence extends too far to the east and not as far to the north as it could.
- 15 • The land has been professionally surveyed. The boundary line for the far northern corner has  
16 not been determined.
- 17 • Redding Auto Body does not want to move the fence until the north property line is known.
- 18 • Staff is of the opinion the fact the northern boundary line has not been verified is not the issue  
19 and again demonstrated how the existing fence encroaches on City property.
- 20 • The City Attorney is reviewing the case.
- 21 • Staff will keep the Commission informed.  
22

23 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN MARCH**

- 24 1. Redding Auto Body
- 25 2. Update on storage facility at south end of the Airport
- 26 3. Airport budget to include identification of line items Airport staff has access to
- 27 4. Airport Day
- 28 5. Northeast Corner (former lumber mill site)
- 29 6. Noise abatement brochure  
30

31 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

32 None.  
33

34 **9. ADJOURNMENT**

35 There being no further business, the meeting adjourned at 6:52 p.m.  
36  
37

38 \_\_\_\_\_  
39 Cathy Elawadly, Recording Secretary  
40