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UKIAH REGIONAL AIRPORT COMMISSION
April 3, 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

Daryl Hudson

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 – March 6, 2012

M/S Deerwester/Albright to approve March 6, 2012 minutes, as submitted . Motion carried (4-0).

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

5. DISCUSSION/ACTION

5A. Noise Abatement brochure

Airport Assistant Ronk:

- Asked the Commission to review the revised brochure and make comments.

Commission:

- Adding a map of the Airport to the brochure would be a nice amenity.

Airport Assistant Ronk:

- Agrees a map of the Airport is a good idea.
- The reason a map has not been featured on the brochure is because he did not like the pictures that were available.
- Would like to have a good version of an overlay map of the Airport.
- The brochure can be modified to be able to accommodate a map.
- The intent is to create a brochure that non-airport users can understand and/or relate to.
- It can be looked at as a marketing tool for non-pilots.

Chair Crane:

- A Google shot of the Airport would likely work well.

Airport Manager Owen:

- People have complained that 'Google Maps' do not look realistic.
- It may be that a diagram of the Airport would be sufficient on the back of the brochure.
- The brochure should be informative yet simple so that non-pilots can easily understand what the brochure is trying to accomplish.
- The Airport is fortunate in that staff does not receive noise complaints.

Commission:

- There was discussion about where and how a map could be placed on the brochure.

1 **Daryl Hudson:** Suggests formatting the brochure so the document can be hole-punched for
2 placement in a binder.

3
4 **Commission:**

- 5 • Recommends bolding and/or enlarging 'Takeoffs, Landings' so these sub-headings stand out
6 more.
- 7 • The brochure looks good.

8
9 **Commissioner Deerwester:**

- 10 • If the brochure is intended more as a marketing tool for non-pilots since pilots understand the
11 concept of noise abatement procedures, non-pilots and/or general public may not understand
12 what noise abatement means.
- 13 • Does not want to change 'noise abatement' because this is what it is called.
- 14 • It may be a brief description could be made sooner in the document about what noise
15 abatement means.

16
17 **Airport Assistant Ronk:**

- 18 • The brochures will be sent out with the Airport billing.
- 19 • Comments from Airport users/non-users are welcome.
- 20 • While the Airport has been in existence longer than most of the residential units in the
21 community, noise impacts from aircraft do affect everyone. The brochure addresses the issue
22 of noise and provides information about noise abatement procedures.

23
24 **Airport Manager Owen:**

- 25 • The City of Ukiah does have a website that contains information about the Airport.
- 26 • The City of Ukiah is working on getting a new website.
- 27 • The Airport has a Ukiah Regional Airport and a Ukiah Airport Day Facebook page.

28
29 **Commissioner Deerwester:**

- 30 • Supports putting information about noise abatement procedures on Facebook and/or on the
31 City of Ukiah website.

32
33 **Commission:** Would like to review the revisions.

34
35 **5B. 2012/13 Budget**
36 **Expenditures**

37 **Airport Manager Owen:**

- 38 • Provided the Commission with Budget information for FY 2012-13.
- 39 • The revenue and expenditure figures for FY 2012-13 are projected.
- 40 • The yellow highlighted line item figures relative to the 'Expenditure's Budgeted/ spreadsheet
41 are assigned by Finance Department staff.
- 42 • The Expenditure and Revenue budget worksheet figures represent: 1) budget figures for the
43 20012-13 budget, which in some cases, have not yet been projected 2) actual budget dollar
44 figures June 30, 2011 through 01-31-12 (data for 6 months) and 3) actual dollars from June
45 30, 2009, June 30, 2010, and June 30, 2011.
- 46 • The figures on the Expenditure's Budgeted spreadsheet were taken from the Expenditure
47 and Revenue Budget Worksheet.
- 48 • The budget procedure is for Airport staff to prepare the budget for the Airport and submit to
49 the City Finance Department.
- 50 • City Council approves the City budget.

51
52 **Commission/Staff** discussed the 2012-13 budget and Expenditure and Revenue Worksheet and
53 Expenditure's Budgeted as follows:

54
55 Line item 151, Group Insurance, \$53,756

- Has increased significantly
- Part-time/full-time Airport employees have group insurance for medical.

Line item 141, PERS Retirement, \$30,810

- Has increased significantly and noted the comparisons from previous budget years.
- Part-time Airport staff does not receive PERS benefits.

Line item 291, General Government Service Charges, \$50,795

- This figure could change as determined and assigned by the City Finance Department.
- Looked at figure comparisons FY 2009 to present.
- As of January 31, 2012, \$29,630.44 is the amount charged and represents a percentage of the amount projected in the budget for this year.
- Questioned 2009 figure in the sum of \$60,575.04. Staff understands this figure was determined to be incorrect and should not be included in the worksheet because the figures are considered 'actuals.'
- If the 2009 figure is incorrect by approximately \$10,000, Commission would like to see what occurred and whether an official adjustment was made in this regard.
- Clarified for FY 2011, \$50,298 is the sum for the previous fiscal year from July 1, 2010 through June 30, 2011.
- Accordingly, \$29,630.44 expenditure represents actual dollars as of January 31, 2012 i.e., from July 1, 2011 to January 31, 2012 of the \$50,795, which is essentially a six month expenditure of a 12 of month budget. The projected amount for FY 2012-13 has not yet been assigned by the Finance Department.

Chair Crane inquired whether the 291 expenditure is calculated monthly?

Staff: It is an assigned figure and is of the opinion the figure is based on monthly expenditures.

Line item 111, Salaries, Non-Regular

- Noted this line item has increased by approximately 10%. Was this attributed to a wage increase?

Staff: The salaries for part-time Airport employees are low compared to other City Departments for the level of responsibility and amount of training required. The intent is to increase the salaries for party-time Airport employees to get them up to par with some of the other City Departments. The approximate \$10,000 increase would adjust part-time employees salaries from approximately \$12 to \$14/per hour overtime in an effort to make the pay scale fair and reasonable. To this end, it is not fair for a new Airport hire to make the same salary as an employee who has been there for awhile.

There was a brief discussion about job qualifications, City policy concerning drug testing/random drug testing since job positions at the Airport require a certain level of expertise and training from a safety and liability standpoint. The questions raised in this regard should likely be directed to City Human Resources Department.

Commissioner Deerwester: Looking at the expenditure budget worksheet at a glance from July 1, 2011 through January 31, 2012 these figures exceed the annual budget figures in most cases.

Chair Crane: Recalls that some of the budget figures are 'front loaded' by the Finance Department.

There was Commission discussion that much of the possible discrepancies between 'actuals' and 'projected' figures has to do with the software since some categories for the line items are posted manually. The information is not entirely up-to-date as a result. For instance, regarding the actual dollars from July 1, 2011 through January 31, 2011 constitutes seven months rather than six months. It may be the information is actually July 1, 2011 through December 31, 2011, but posted on January 31, 2012 in which the data for January is not really as of January 31, 2012.

1 **Chair Crane:** Clarified the budget figures are 'actuals' as of January 31, 2012 and the print date is
2 February 16, 2012.

3
4 **Commissioner Deerwester:** Of the expenditure figures, which are 'front loaded' and/or posted in
5 advance for the years?

6
7 **Airport Manager Owen:** Understands that the figures are not necessarily 'front loaded' but rather
8 expended over the course of the year.

9
10 **Commissioner Deerwester:** If the above is true, inquired about projected budgeted amount of
11 \$8,694 for line item 250, Contractual Services.

12
13 **Airport Manager Owen:**

- 14 • What typically occurs for contractual services is the Airport pays for the services as they are
15 performed. They are not 'a tally.'
- 16 • The reason for the 'actual dollar' figure of \$7,635.11 as of January 31, 2012 is because the
17 money has already been expended for different reasons.
- 18 • Regarding the expenditure items on the spreadsheet, the line items that are not highlighted in
19 yellow staff has more control over as to how the money is spent.

20
21 **Commissioner Deerwester** pointed out budgeted expenditure line item 250 in the sum of \$8,700 is
22 not highlighted on the spreadsheet. If this figure (rounded from \$8,694) is divided by 12 months and
23 multiplied by six or seven months depending on the positing, this budget line item is over-extended.

24
25 **Airport Manager Owen:** Contractual Services is not a monthly expenditure and/or a tally. The Airport
26 pays for Contractual Services as they occur.

27
28 **Commissioner Deerwester:**

- 29 • Asked about line item 260, Dues & Subscriptions and why the substantial increase from \$120
30 (June 30, 2009), \$155 (June 30, 2010), \$85 (June 6, 2011), \$270 (actual dollars from July 1,
31 2011 to January 31, 2012, to \$800 for the 2012-13 budget year.

32
33 **Airport Manager Owen:**

- 34 • The reason for the increase is new memberships to organizations that provide information to
35 assist general aviation airports. Examples of membership organizations the Airport
36 subscribes to include 'GAC,' 'SWAAE' (national organization) and the 'ACA,' which is
37 Association of California Airports.

38
39 **Commissioner Deerwester:** Requested a list of the memberships the Airport has.

40
41 **Chair Crane:** Would like to see what the budget was for membership dues for 2011-12 for purposes
42 of comparing this year's budget with last year's budget.

43
44 Page 178, line item 151, Group Insurance

- 45 • Has increased almost 30%.

46
47 Page 180, line item 340, General Insurance

- 48 • Shows a significant increase from past budget years as shown on the Expenditure Budget
49 Worksheet compared to proposed budget for 2012-13.

50
51 **Airport Manager Owen:** General Insurance is the insurance purchased just for the Airport and
52 constitutes general and liability insurance.

53
54 Line Item 210, Utilities, \$25,000

55 **Daryl Hudson:** Does this include utilities for the building he rents?

1 **Airport Manager Owen:** Includes all utilities for the Airport.
2

3 Page 179, line item 303, Vehicle Repair & Maintenance

- 4 • Was a new vehicle purchased?
5

6 **Staff:**

- 7 • The Airport did not purchase a new vehicle.
8 • Should likely budget \$10,000 per year towards a new vehicle so that when one needs to be
9 replaced, there is money to do this.
10 • There are options for vehicle replacement that could include the purchase of a chassis for
11 rebuild or a contract with the State in the event there is a need to replace a vehicle.
12 • There was discussion about vehicles and compliance with emission standards. Does not
13 recommend purchasing a vehicle that operates on diesel.
14

15 Page 179, line item 305, Building Maintenance

- 16 • New budget shows a considerable increase from the 2011-12 budget to current 2012-13
17 budget.
18

19 **Airport Manager Owen:**

- 20 • Building maintenance budget has always been \$50,000. The Airport does not spend all the
21 money appropriated for building maintenance and what is not expended is put into the Airport
22 Fund Balance. Does not readily know what the Fund Balance currently is.
23 • Tries to do one sizeable project a year in addition to general upkeep around the Airport.
24 • Does not spend needlessly.
25

26 There was discussion about fuel costs, line item 450, fuels & Lubricants (Airport vehicles).
27

28 **Staff** indicated Redwood Oil supplies gas for the Airport commercial vehicles. Redwood Oil also
29 allows the Airport to use their fueling equipment as long as the Airport purchases fuel from them.
30

31 There was discussion of the Highway tax, which is a component of the fuel price, as to whether or not
32 the Airport can take advantage and/or is even eligible for this program for vehicles. However, most all
33 the commercial vehicles at the Airport are only used on the Airport for airport-related operations.
34

35 Page 181, Departmental Expense for Supplies, \$11,000

- 36 • Consists of all the general supplies the Airport has, such as office equipment, paper. Money
37 in this fund is set aside for Airport Day.
38

39 **Staff:**

- 40 • Noted just because money is budgeted does not mean it will be spent. If it is not spent, it
41 typically is transferred to the Airport Fund Balance Account. Such as conferences, there are
42 some years when staff attends more conferences than in other years or the cost of a
43 particular conference is more than others.
44

45 **Commissioner Albright:** What does Contractual Services include? What about construction/repair?
46 Is there a breakdown for how 'Building and Grounds Maintenance' is dispensed?
47

48 **Staff:**

- 49 • Contractual Services do include a hazmat permit, fuel/vapor permit concerning air quality,
50 storm water monitoring permit/State Regional Water Quality permit, Environmental Health
51 Service Fee, Waste Oil Disposal permit, and/or other permits that are environmental in
52 nature.
53 • Construction/repair pertains to line item 305, Building and Grounds Maintenance.

- 1 • Does not have a breakdown and/or prioritizing of projects for 'Building and Grounds
2 Maintenance.' Again, the intent is to complete one major project a year. The objective for this
3 fiscal budget year is to do crack sealing on the taxiways and runways.
4

5 **Chair Crane:** Inquired about 'Building Maintenance,' actual dollars from July 1, 2011 to January 31,
6 2012 in the sum of \$12,355.50 and whether this was primarily attributed to the cost of the rocks in
7 front of the terminal building as part of the landscaping improvements?
8

9 **Staff:** The rocks were not part of that budget. \$12,355.50 is representative of general everything that
10 needed repair as well as for the cost of inmate maintenance crews to conduct cleanup of culverts and
11 other general ground maintenance and/or removal of vegetative debris. As far as the history of the
12 budget for this item, the money was spent on necessary building maintenance projects.
13

14 Revenues

15 **Airport Manager Owen:**

- 16
- 17 • As the Commission is aware, a discrepancy exists regarding fuel sales revenue that began in
18 2009 in the approximate sum of \$120,000 between Airport staff accounting of fuel sales and
19 City Finance Department accounting. The figures the Airport shows to date are not the same
20 as what the City Finance Department has.
 - 21 • The discrepancy is likely an issue of tracking methodology and/or tracking/posting of BP
22 credit card sales.
 - 23 • Airport staff processes the credit cards through BP and BP sends the City a check for the
24 credit card sales. This is likely where the discrepancy is so it is important procedurally that
25 this issue gets resolved.
 - 26 • Airport staff is working with City Hall to adequately address the matter.
27

28 **Chair Crane:**

- 29 • Would like this issue to be agendaized for discussion/action at the next regular meeting in May
30 allowing sufficient time for the City Finance Department to provide the necessary information
31 as to what has occurred with regard to the accounting discrepancy.
- 32 • Emphasized the importance of getting the fuel accounting matter resolved at the staff level in
33 a timely manner without having to form a subcommittee to include a Councilmember.
34

35 **Commissioner Deerwester:**

- 36 • Even though the accounting is in arrears, at some point the accounting for a particular month
37 must get updated.
- 38 • A more effective approach may be to ask a City Finance person to come to the Commission
39 and address the matter before formulating a subcommittee.
40

41 **Airport Manager Owen:** Will consult with the City Finance Department about the discrepancy to
42 allow them time to address the issue.
43

44 **Chair Crane:** Supports the Finance Department research the problem and provide a response to
45 Airport staff's satisfaction that staff can report on at the regular May meeting. If the information is not
46 found to be satisfactory requests the accounting matter be agendaized for discussion by a Finance
47 Department representative. This matter needs to be resolved.
48

49 **5C. Northeast Corner Marketing (former lumber mill site)**

50 **Airport Manager Owen:**

- 51 • The City marketing representative indicated the former lumber mill site is being looked at by a
52 couple of businesses to do vehicle/RV storage.
- 53 • Discussed with City representative the possibility of including a realtor in the marketing of the
54 site. It has been the City's experience that using a realtor is expensive such that the results

- 1 have not really been worth the associated costs. However, if the Commission wants to go
2 with a realtor, a recommendation can be made.
- 3 • Will post 'for lease'/'land rent' signs on the property to see what kind of responses will result.

4
5 **Commission:**

- 6 • Understands that realtors receive a fee for real estate transactions and so there would be
7 costs associated with marketing the site in this way.
- 8 • The property may be difficult to lease for the short term.

9
10 There was Commission discussion about:

- 11 • The condition of the property in terms of debris from the City Public Works and Utility
12 Departments encroaching on the site.
- 13 • The poor condition of the perimeter fencing from an aesthetic point of view and future plans, if
14 any, regarding replacement/repairs.
- 15 • Safety concerns and future plans regarding the pathway around the property on Hastings
16 Road that people frequently use instead of the dedicated sidewalk across the street.
- 17 • Likelihood of constructing sidewalks in the area.
- 18 • Lack of sidewalks in the area as a safety issue.

19
20 **Staff:** Construction of sidewalks would be very costly.

21
22 There was Commission discussion about fencing at the Airport. Staff noted the FAA has gotten away
23 from the concept of 'security fencing' because such fencing is meant to deter not prevent. If someone
24 wants to get on the Airport, he/she will/can. The FAA says if an airport wants to put up a fence, it is
25 better off calling it a 'safety fence' as opposed to a 'security fence.'

26
27 **Airport Manager Owen:** Even though the Airport has restrictions regarding public access,
28 nevertheless it is a public facility and people are allowed to be on the Airport. However, there are
29 safety precautionary measures in force at the Airport and the rule of Airport is that all California Traffic
30 Laws must be abided by. A person driving a vehicle can essentially get a speeding ticket and/or a
31 seatbelt ticket on the taxiway. There are rules and policies the public must abide at the Airport. It is
32 not a 'free for all' just because it is an airport.

33
34 **Commission:**

- 35 • Keep construction of sidewalks on the list of tasks to promote as they pertain to the Airport.
- 36 • Understands development projects do trigger curb, gutter and sidewalk improvements at the
37 possible expense of the owner/developer or in the case of the Airport, possibly the City of
38 Ukiah. A development project may be proposed at some point at the old lumber mill site that
39 would require curb, gutter and sidewalk improvements. If this property were leased for
40 business development, who would be responsible for sidewalk improvements?

41
42 **Airport Manager Owen:**

- 43 • Regarding sidewalk improvements, this would depend on the nature of the project and what
44 is occurring. It could be a site development permit or building permit would trigger such
45 improvements.
- 46 • Accordingly, if the value of the improvements exceed a certain threshold, curb, gutter,
47 sidewalks and street trees would be required per City policy resolution. Again, it depends
48 upon the nature of the project.

49
50 **6. REPORTS**

51 **6A. Ukiah Storage South end of Airport**

52
53 **Airport Manager Owen:**

- 54 • The County Planning Department issued a permit to allow the construction of a storage
55 facility at the south end of the Airport.

- 1 • The FAA has indicated the project is a problem because it is too close to the localizer
- 2 antenna. The project was then halted for investigative purposes.
- 3 • Staff recently contacted the County Planning Department and inquired about the status of this
- 4 project and was informed the FAA's decision has been appealed.
- 5 • Has no knowledge about the County building permit for the project. It is likely the building
- 6 permit has expired by now because it has been more than two years and the project was
- 7 never completed.
- 8 • FAA form '7460' was completed for the project. The FAA made a decision about the project in
- 9 this regard and gave consent for the project to move forward with the understanding that if
- 10 the project causes a problem, the structure must be removed.
- 11 • It appears the County Planning Department and applicant did not fully understand the issues
- 12 involved in constructing a structure in close proximity to the Airport relative to safety issues
- 13 associated with height and and/or interference with Airport operation equipment.
- 14

15 **Chair Crane:** What should have occurred is the County Planning should have consulted with the
 16 Mendocino County Airport Land Use Commission about the project in terms of FAA requirements/
 17 required documents/forms and/or possible modifications so that the project could possibly move
 18 forward or should an issue arise.

19
 20 **Airport Manager Owen:** Will keep the Commission informed about the project.

21
 22 **6B.** Airport Land Use Plan Schedule for Review by Council

23
 24 **Airport Manager Owen:**

- 25 • City Planning staff is currently very busy with planning projects and is unable at this time to
- 26 schedule the Airport Land Use Plan for review by Council.
- 27 • Staff will keep the Commission informed.
- 28

29 **6C.** Airport Day

30 **Airport Manager Owen:**

- 31 • Airport Day is June 9th.
- 32 • Commented on some of the events planned, some of which are reoccurring activities.
- 33 • Staff and interested persons continue to work on the event as there is a lot planning work that
- 34 must be done in order to have a successful event.
- 35

36 **Commissioner Deerwester:**

- 37 • The American Legion will operate a hot dog and other foods concession stand. It would be a
- 38 fund raiser for them.
- 39 • The VFW will not be able to participate due to other scheduled activities and problems with
- 40 staffing.
- 41

42 **6D.** Redding Auto Body

43 **Airport Manager Owen:**

- 44 • Met with the City Attorney.
- 45 • The City Attorney sent a letter to Redding Auto Body stating they have until April 26 to
- 46 relocate the fence to the proper boundary.
- 47 • Redding Auto Body responded in a letter they have the materials necessary to relocate the
- 48 fence.
- 49 • The City Attorney indicated Redding Auto Body has approximately 20 more days to relocate
- 50 the fence from the date of their letter.
- 51 • Staff is looking at about the 15th or 20th of April for the fence to be relocated otherwise City
- 52 staff will tear the fence down.
- 53 • By May, the fence should have been removed one way or the other either by Redding Auto
- 54 Body or the City.
- 55

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

- 2 1. 2012-13 Airport Budget
3 2. Fuel Accounting Reconciliation/Procedures
4 3. Noise Abatement brochure
5 4. North East Corner Marketing (old lumber mill site)
6 5. Ukiah Storage at south end of Airport
7 6. Airport Land Use Plan Schedule for Review by Council
8 7. Airport Day
9 8. Redding Auto Body

10
11 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

12 **Commissioner Deerwester:**

- 13 • Inquired about the leased space for the nursery that has operated at the south end of the
14 Airport for many years and whether or not it still encroaches on land that is not leased to
15 them with their delivery trucks coming through the gate and turning around on Airport
16 property the business does not pay for.
17 • Asked staff to review this matter and provide the Commission with a report.

18
19 **Airport Manger Owen:** Will look at the lease space for the nursery. The nursery operates on a
20 month-to-month lease.

21
22 **Airport Assistant Ronk:**

- 23 • Is working with the VFW and Calstar to bring back the Santa Claus arrival event that
24 essentially kicks off the holiday season to the Airport.
25 • Santa Claus would arrive by Calstar helicopter.
26 • It is a special event for children.

27
28 **9. ADJOURNMENT**

29 There being no further business, the meeting adjourned at 7:54 p.m.
30
31

32 _____
33 Cathy Elawadly, Recording Secretary
34