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UKIAH REGIONAL AIRPORT COMMISSION
May 1, 2012
Minutes

COMMISSIONERS PRESENT

Eric Crane, Chair
Dottie Deerwester
Carl Steinmann

STAFF PRESENT

Greg Owen, Airport Manager
Ken Ronk, Airport Assistant
Gordon Elton, City Finance Director
Cathy Elawadly, Recording Secretary

COMMISSIONERS ABSENT

Don Albright

OTHERS PRESENT

Daryl Hudson
Nick Bishop

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 – April 3, 2012

Commissioner Deerwester recommended the follow change:

Page 2, line 27, sentence to read, 'The Airport has a Ukiah Regional Airport and a Ukiah Airport Day Facebook page.'

M/S Deerwester/Steinmann to approve April 3, 2012 minutes, as amended. Motion carried (3-0).

Absent: Commissioner Albright

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

5. DISCUSSION/ACTION

5A. Noise Abatement brochure

Airport Manager Owen:

- Asked the Commission to review and discuss the map rendering of the Airport that shows arrival/departure procedures that will be incorporated into the Noise Abatement procedures brochure.
- The map rendering originated from Google Map.
- Airplanes perform differently so the departure angles concerning turn patterns ry.
- The departure for runway 15 provides for a 15 degree turn eastward and this aspect is not shown on the drawing and assumes most pilots follow this procedure anyway.

Commission comments/suggestions:

- The arrival depictions are helpful.
- The turn angles depictions on the rendering are not entirely accurate.
- It may be the departure angles for turns should be shown mid-field or further south.
- Documentation indicates the location concerning turns occur when it is practical and differs according to aircraft.
- Turns can begin at 600 ft. or as soon as a plane takes off.
- Consider using a black broken dotted line to distinguish/highlight turn patterns from depiction of the runway.
- The three color scheme depicting aircraft operations work well on the map.
- The lettering/text on the drawing should be black.

- 1 • Text used to identify areas on the drawing should likely be in 'white block' to provide more
2 clarity with the map elements in conjunction with the color schemes depicting aircraft
3 operations.
4 • Include a date on the brochure.
5 • When departing to the north what typically occurs is aircraft goes off in an easterly direction in
6 relation to the town. The rendering when departing to the south does show what typically
7 occurs for turns.
8

9 The Commission had no other changes to the text in the brochure.

10
11 **Airport Manager Owen** will work on the map rendering for better clarity and enhancement purposes
12 for final review by the Commission.

13
14 **Nick Bishop** questioned the logic why a P51 Mustang that is a noisy aircraft is shown on a Noise
15 Abatement brochure.

16
17 The Commission supports including the P51 Mustang picture on the brochure.
18

19 **5B. Budget 2012/13**

20 **Airport Manager Owen** advised City Finance Director, Gordon Elton, is present to answer questions
21 the Commission may have concerning the Airport budget for FY 2012-13.
22

23 **Finance Director Elton:**

- 24 • Provided the Commission with a copy of the Airport budget in the format the City uses that
25 provides the history of the budget 'actuals' for past years, budgeted amounts/projected
26 actuals/department requests for FY budget 2011-12 and City Manager recommendations
27 with corresponding Council approval thereof concerning the proposed budget for FY 2012-
28 13.
29 • May 24 is the intended budget workshop date pertinent to the City Manager's
30 recommendation for the entire City budget so tonight is an opportunity for the Commission to
31 provide input before it goes to Council.
32

33 **Chair Crane** asked if the fuel discrepancy issue had been resolved.
34

35 **Airport Manager Owen** has been working with the City Finance Controller concerning the fuel sales
36 revenue discrepancy, which was primarily attributed to the procedure for posting of data such that the
37 data from Airport staff and that of City Hall finance typically do not match. A new approach will be
38 implemented to improve how the tacking and posting methodologies/procedures for fuel sales
39 revenue is done so that data provided by the Airport staff matches with the data City Hall finance has
40 and the new procedure will provide for a more effective check and balance system.
41

42 Line item 291, General Governmental Service Charge

43 **Finance Director Elton:**

- 44 • General Governmental Service Charge is subject to some potential revision.
45 • The figure represents the real calculation for the budgets as they were requested by the
46 different City departments.
47 • Is not aware of much change regarding line item 291 for the various City departments from
48 the City Manager's recommendation.
49

50 **Commission:**

51 **Q1:** Questioned a significant increase from the projected actual for FY 2011-12 of \$50,795 to
52 \$68,585 that represents the Department Request for FY 2012-13.

53 **Q2:** Does the increase reflect to some degree 'clean up' from the repercussions concerning the
54 loss of Redevelopment Agency funding?

1 **Q3:** What is the scale of RDA impact? How much of this impact affects General Government
2 Services?

3 **Q4:** Has there been further discussion about 'pulling out' tangible costs that are directly
4 chargeable, such as legal services?
5

6 **Finance Director Elton:**

7 **A1:** This represents a general increase in costs for General Government Services.

8 **A2:** The increase represents a combination of scenarios of which RDA is certainly a part and part
9 of the increase is attributed to the schedule of return for City employees to a 40-hour work
10 week. The \$50,795 is based on a 36-hour work week and basically represents an
11 approximate 10% increase in the number of hours for all the employees that are a part of the
12 General Government Services allocation. Therefore, the 2011-12 FY figure was 'artificially'
13 low because of the reduced work week. The 36-work week was scheduled and negotiated
14 only for as a one-year reduction. Another part of the increase can be attributed to worker's
15 compensation premiums, but the biggest increase is attributed to the return to a 40-hour work
16 week with some impact from redevelopment.

17 **A3:** The scale regarding the FY2011-12 cost that had to be addressed was just under a million
18 dollars. He does not have the numbers readily at hand regarding RDA impact on General
19 Government Services. Employees in the finance department, City Manager/City
20 Clerk/Assistant to City Manager were significantly funded out of redevelopment monies in the
21 past.

22 **A4:** There has not been current discussion in this regard. However, in his discussions with the
23 City Manager a project on the 'To do' list after the new City financial software is installed and
24 functioning is to review and formulate a whole new approach to doing all the allocated costs.
25 Because there are so many components for General Governmental Services, there may be
26 multiple ways that can be done to take advantage of the new software capabilities.
27

28 **Chair Crane:**

29 The Commission has requested in the past for the 291 account to be broken down into individual
30 allocations that make up the sum total of the fund.
31

32 **Commissioner Steinmann** supports a breakdown of the 291 account. In this way, the Commission
33 would have the opportunity to see what attorney fees, for instance, would be month to month, year to
34 year.
35

36 **Chair Crane:** At this point there is no advantage to try and limit certain costs when the individual
37 costs and associated allocations, and/or benefit thereof are unknown. In other words, there would be
38 no incentive to reduce the overall allocation because the same sum total will be charged no matter
39 what. If each City Enterprise funds were motivated to try and contain those costs, such costs could be
40 kept from 'ballooning.'
41

42 **Commissioner Deerwester:**

- 43 • Pointed out the cost for attorney fees for the Airport may vary year to year depending upon
44 the need. Accordingly, there may be years when the need is not as great as it is for other
45 years so the costs would essentially balance out. Unless there is an effective way of tracking
46 such costs other than the cost being a flat rate, it would be difficult to know what the total
47 annual cost for attorney fees would be.
- 48 • Does not know what the breakdown is for the Department Request sum of \$68,586 for the
49 2012-13 budget.
50

51 **Chair Crane:** If the agency/entity drives such expenses, having those expenses be realized within
52 that entity for a particular budget year has the effect on that budget as opposed to operating with the
53 realization that attorney fees are necessary so the cost is estimated and included in the budget year
54 after year.

55 **Airport Manager Owen** noted a breakdown of the constituents for the 291 account was provided for
56 last budget year.

1
2 **Finance Director Elton:**

- 3 • Noted of the \$68,586 for FY 2011-12, \$3,423 is driven from the attorney's budget.
4 • Does not have the attorney fee breakdown for the previous budget year.
5

6 **Chair Crane:**

- 7 • Expressed concern that attorney fee costs are justly allocated for the various City
8 departments because it would not be fair for one department to bear another department's
9 cost. If a particular City department was driving a legal fee cost and another department was
10 not, the department not driving the cost should not have to bear the cost.
11 • If the costs for the 291 account are not realized as line items, they cannot be controlled. What
12 essentially occurs is the inability to mitigate those costs.
13

14 **Commissioner Deerwester:**

- 15 • Is of the opinion that such costs cannot necessarily be controlled.
16 • Is surprised that the attorney costs are low for the Airport given some of the legal issues that
17 occurred in FY 2011-12.
18 • It may be too difficult to breakdown attorney costs for the City as a whole as an entity,
19 department by department.
20

21 **Commissioner Steinmann:**

- 22 • Regardless, the charge to the Airport is still \$68,586. For purposes of understanding what this
23 cost represents and how to proceed accordingly with a budget and budget projections, it is
24 important to have the costs/allocation broken down.
25 • If there is a return from a 36-hour to a 40-hour work week, the associated costs would be
26 included in 'salaries and benefits' rather than in the 291 account under 'operations and
27 maintenance.'
28

29 **Finance Director Elton** disagreed with the aforementioned statement. Costs associated with
30 personnel in these other General Government Service departments do come into play in the 291
31 account. Salaries must be paid for those personnel doing the work associated with General
32 Government Services.
33

34 **Airport Manager Owen:** Noted City Council receives a portion of the 291 account in the way of a
35 stipend for serving. There are other 'City groups/personnel' that receive a portion of the 291 account.
36

37 **Finance Director Elton:** Questioned whether the best approach from a businessman perspective is
38 to completely breakdown the 291 account or if it is possible because indirect costs in some business
39 industries is definitely calculated based on a percentage of operating costs. Actually, there are a wide
40 variety of ways indirect costs are allocated.
41

42 **Chair Crane:** From his perspective, turning as much of the charges into direct and/or allocated costs
43 that then can be controlled and mitigated has 'value in that transfer.'
44

45 **Finance Director Elton:**

- 46 • The attorney fee costs may be the one component of the 291 account that is being allocated
47 that could be more readily separated out.
48 • Is of the opinion the other costs cannot be readily separated out because they do not have
49 the same one-to-one relationship in any comparison. City Human Resources does a lot of
50 work making sure the City's policies for personnel comply with State and federal laws. There
51 is no way to say how much of this is directly attributed to the Airport. In order to effectively
52 separate costs, there would have to be some methodology and/or formula in place to
53 accomplish this task.
54 • The new City finance software will have certain capabilities that can possibly provide for a
55 better approach and/or more effective methodology for tracking charges to the 291 account

1 by department. Accordingly, there will be discussion about identifying which methodology
2 would be the most effective. It may be that there would be one method for one function and
3 another method for something different. For example, Purchasing might be different than City
4 Clerk.
5

6 **Finance Director Elton** has no knowledge as to the rate per hour the City Attorney charges in terms
7 of the number of hours \$3,423 would get for the Airport.
8

9 **Chair Crane:**

- 10 • Preference is to have legal fees on a separate line in the budget.

11
12 **Commissioner Deerwester:**

- 13 • If there was a separate line for attorney fees, requested clarification that the remaining
14 charges would not be broken down and if this is the case what would occur in this regard?
15

16 **Chair Crane:**

- 17 • Would like to see what the individual legal bills are for the Airport as opposed to just seeing a
18 charge of \$3,423.
- 19 • Would like to know how many hours the Airport uses the City Attorney.
20

21 **Commissioner Deerwester:**

- 22 • Questioned the effectiveness of separating out the attorney fee costs for the Airport. It may
23 not be the best approach in the long run.
24

25 **Chair Crane:** It is not right if another department(s) is subsidizing the Airport in terms of attorney fee
26 costs.
27

28 **Commissioner Deerwester:**

- 29 • The line item for attorney fee costs will always be in arrears. The actual costs would not be
30 known until the end of the fiscal year.
31

32 **Chair Crane:**

- 33 • Suggests the Airport budget for attorney fees and pay the cost out of that budget item and
34 adjust the figure at the end of the year to reflect the actual cost.
35

36 **Commissioner Deerwester:**

- 37 • Whether or not the cost for legal fees is large or small, the amount will have to be paid
38 somewhere else out of the Airport budget and where will this come from?
39

40 **Chair Crane:**

- 41 • It will come out of the account the Commission as a group and the Airport Manager deems
42 appropriate.
43

44 **Airport Manager Owen:**

- 45 • The charge could come from the attorney fee account or some other fund if there was not
46 sufficient money in that account, such as the General Fund.
47

48 **Finance Director Elton:**

- 49 • The charge would not be taken from the Airport general fund, but rather by cutting the cost in
50 some other way because this would be the only alternative.
- 51 • There are actually two different components to this issue, one of which represents the actual
52 part and the other is the approach to budgeting. If it is not known what cost is anticipated
53 going into the budget on the budget side of things, the approach is to estimate high. In other
54 words for budget purposes, the cost is estimated according to past history and/or anticipated
55 future costs that might be upcoming.

1
2 **Chair Crane:** If the attorney submits a bill what happens to money the Airport gets charged for?
3

4 **Finance Director Elton:**

- 5 • The way it is now, the bill is averaged out among all City departments that represent the total
6 cost of attorney fees incurred for the City as an entity.
- 7 • The procedure depends upon the current methodology in place and this could change with
8 the new software that will have more software capabilities compared to the present software
9 system.
- 10 • Understands the points taken by the Commission concerning charges to the 291 fund.
- 11 • Does not disagree with the concept. The idea though that the procedure at this juncture is not
12 the right way to go may not be the wrong way.

13
14 **Chair Crane:** Is not saying the current procedure and with separating attorney fee costs into its own
15 fund is the wrong way, it is the preferred way.
16

17 **Finance Director Elton:**

- 18 • The current approach to charging the 291 account is acceptable under 'generally accepted'
19 accounting principles and acknowledged this approach may not be the only way it should be
20 done. The approach is essentially a policy methodology. It appears the Commission is
21 advocating for a change in the policy.
- 22 • Expanded the discussion and asked the Commission to consider potential impact on other
23 activities that are driven by fees that cannot be readily changed. For instance, Water/Sewer
24 or Electric rate determinations have a much more involved process to rate setting, particularly
25 with how Proposition 218 applies to water/sewer and comes into play. With regard to sewer
26 and rate determinations a second entity has to be involved, i.e., The Ukiah Valley Sanitation
27 District that compounds the challenges of pursuing any change to policy. There exists the
28 potential that water/sewer could be hit with significantly larger legal fees in any one year. To
29 the extent of taking these expenses related to water/sewer, for instance, to a higher level may
30 be non-compliant with their bond covenants. 'This may be an extreme example, but the
31 potential is that great.'
- 32 • The idea of making certain the impact not just in the context for the Airport, but for the entire
33 City is appropriately maintained by whatever polices methodology better benefits all City
34 departments as a whole is his recommendation.
35

36 **Chair Crane:** It may be money should be put aside for attorney fees or some other line item,
37 particularly to plan for a shortfall/overrun.
38

39 **Finance Director Elton:** There is no real mechanism to assure the Airport would be able to put that
40 money aside for any particular operating expense unless the Airport is successfully able to maintain a
41 positive fund balance.
42

43 **Chair Crane:** Is this a limitation of the accounting software?
44

45 **Finance Director Elton:**

- 46 • It is a limit of a structure that the Airport and other City departments operate under. Looking
47 at the bottom line, the Airport does not appear to have a significant fund balance. If the fund
48 balance is compared to the Airport's operating expenses, there is approximately five weeks
49 worth of operating expenses that is the equivalent of Airport fund balance. The City Council
50 adopted goals that City departments have three months of operating expenses in relation to
51 their expenses to the general fund balance. There exists a broad level of polices/procedures
52 of what other cities do with regard to budgets, expenses/revenue funds and bottom line, the
53 general fund balance.
- 54 • The City has not gotten to the point of looking at possible policy/goal changes and this is on a
55 list of 'to-do.'

- 1 • Fund balance is not the same as cash.
2 • The Airport is primarily a cash operated business in that fuel is sold by way of credit card or
3 cash. Revenue is generated in differ ways through billing for ground or building rents or fuel
4 users like Calstar and/or other ways. Billing presents a lag in revenue and includes an
5 accounts receivable component as part of the process since accounts receivable is
6 recognized as revenue when billed.
7

8 **Chair Crane:** How does the City treat this in terms of having to 'write a check?' Is the check written
9 against the fund balance?

10
11 **Finance Director Elton:** This means the Airport is writing against its actual cash balance. If for some
12 reason, the Airport was negative in its 'cash balance,' the City would charge the Airport interest for
13 that allocation of money it needs to honor the check. When interest is allocated, it is important to
14 remember that 'cash is pooled' into a group of investments that is allocated out based on the City's
15 monthly cash balance of each fund. So, hypothetically speaking, if the Airport had a negative
16 \$100,000 cash balance, what would occur is to basically calculate a negative interest income
17 meaning an interest expense that the Airport would be charged for.
18

19 **Chair Crane:** On the flip side does the Airport receive interest on the money in the fund balance?

20
21 **Finance Director Elton:** The Airport does receive interest in this regard. If, for example, another
22 department goes into a negative fund balance, the Airport fund and every other fund would be sharing
23 the interest charged to the department having the negative fund balance. Basically, money is
24 borrowed from the 'cash pool' so that the members in the pool with a positive cash balance share in
25 the revenues for those funds that do not.
26

27 **Chair Crane:** Does the Airport from a historical standpoint have a historical report of how 'low' its
28 cash balance has been?
29

30 **Finance Director Elton:** Has never put together this kind of report.
31

32 **Chair Crane:** How would the Airport know if money was being allocated?
33

34 **Finance Director Elton:**

- 35 • The Airport would know if it had a negative cash balance requiring the allocation of funding.
36 'Cash balance' is not the same as 'Fund balance' because a 'Fund balance' does not consist
37 solely of cash but rather includes assets in addition to cash.
38 • Is not able to provide information historically as to how close the Airport may have been to a
39 negative cash balance.
40 • The current software system allows historical backtracking of the monthly cash balance for up
41 to two years or so.
42 • Would be unable to go back 10 years to see a monthly cash balance.
43

44 The Commission requested going back a couple of years to see what the monthly cash balance on
45 hand for the Airport were in terms of looking at the range and comparing the figures, month-to-month
46 and/or year-to-year.
47

48 **Finance Director Elton:**

- 49 • Advised the Airport Manager has the ability to access that information for the City's AS400
50 accounting system.
51 • He prepared a City cash balance report as of June 30, 2011 for City Council that was
52 presented a couple of months ago that identified the 'balance in each fund' for that time
53 period. This may have been the first report of its kind to be reported to City Council.
54 • 'Since the Airport is in a fund by itself, the number in the general fund does not relate to any
55 particular department as does occur in most other cases.

1
2 The Commission had no other questions/comments regarding the Airport budget.
3

4 The Commission thanked Mr. Elton for his valuable information regarding Commission inquiry about
5 the 291 General Government Services account and for the Airport Enterprise Fund budget format that
6 made review of the budget much easier to read/review.
7

8 **5C. Northeast Corner Marketing (old lumber mill site)**

9 **Airport Manager Owen:**

- 10 • Certain parties have expressed an interested in the old lumber mill site.
- 11 • Met with the Solar Living Institute last week about using the existing building on site for
12 classroom purposes, as well as some of the ground area for hands-on solar system job
13 training.
- 14 • Approximately 20 persons typically attend the school per session.
- 15 • Parking accommodations would be necessary for students attending the school.
- 16 • Site improvements are likely necessary that would include fencing.
- 17 • The Solar Living Institute is fine with a one year, month-to-month lease. Is hopeful the lease
18 will begin in June or July.
- 19 • The school likes that there are eateries and hotels close by to accommodate the students.
- 20 • The school would be a good fit for the area.
- 21 • Because the use would be a school, the fact that the bathroom in the existing building is not
22 ADA compliant would not be a problem.

23
24 **Chair Crane:**

- 25 • Would support a one year lease so the school can make tenant improvements and then
26 revert to month-to-month after that.

27
28 **Commissioner Steinmann:**

- 29 • The Airport could not lease the facility to a business that had employees because of
30 specifications on the building and questioned if a classroom use of 20 students would work
31 given the building limitations and/or that the bathroom facility is not ADA compliant.

32
33 **Chair Crane:** All the Airport has to do is disclose that the bathroom is not ADA compliant.
34

35 **Airport Manager Owen:**

- 36 • Other interested parties include Ken Fowler Auto & Truck Center that is looking for car
37 parking space and a RV storage business.

38
39 There was Commission discussion regarding the proposed Airport Land Use Plan and the
40 corresponding type of uses that are allowed by right or permitted including the long term development
41 goals and objectives for the Northeast corner of the Airport.
42

43 **Airport Manager Owen:**

- 44 • Non-aviation related uses are allowed in Eastside North.
- 45 • The Commission during its review and revisions to the Airport Land Use Plan determined
46 training classrooms to be an allowed use in the Northeast Corner.

47
48 **Commissioner Steinmann** questioned if a solar living school that assembles and disassemble solar
49 panel components would have an impact on Airport operations in terms of safety and traffic patterns
50 relative to issues associated with reflection or radio interference?
51

52 **Airport Manager Owen** is familiar with airports that have solar arrays and according to these airports
53 the FAA has determined such systems are not any more reflectivity than water.

54 **Airport Manager Owen:**

- 55 • Would like to eventually do some asphalt work in the Northeast Corner.

- 1 • Understands that as Eastside North starts to become used and/or developed, it must be
2 cleaned up.
3

4 It was the consensus of the Commission to favor the Solar Living Institute leasing the property for the
5 short term (one-two year lease) and likes that the students coming from out of the area would have
6 the opportunity to utilize the restaurants and hotels in the vicinity of the Airport.
7

8 **6. REPORTS**

9 **6A. Ukiah Storage South end of Airport**

10 **Airport Manager Owen:**

- 11 • There is no new update.
12 • The facility is too close to Airport operations. For the last two years, the owners have been in
13 the process of appealing the matter to the FAA.
14

15 **6B. Airport Land Use Plan Schedule for Review by Council**

16 **Airport Manager Owen:** Has no new information and will keep the Commission informed.
17

18 **6C. Airport Day**

19 **Airport Manager Owen:**

- 20 • Airport Day is June 9.
21 • Work is being done on preparations, including fliers.
22 • Banners advertising the event are being modified to reflect the new date.
23 • The event should be a family-fun oriented day as it has been for the last couple of years.
24 • Plans for the various vendors are being put in place.
25 • The Lyons Club has been contacted about participation, but there has been no response.
26 • Elaborated on some of the activities being planned, including airplane rides.
27

28 **Commissioner Deerwester:**

- 29 • The American Legion will provide a hot dog and other food stand/booth.
30 • This organization would like more information about the time of the event and other
31 information for set-up purposes.
32 • The VFW is unable to participate because of a prior commitment.
33

34 **D. Redding Auto Body**

35 **Airport Manager Owen:**

- 36 • A substantial portion of the fence has been moved. There are portions of the old fence that
37 have yet to be removed and have not.
38 • What occurred is Redding Auto Body took the inside of the fence and pushed it back to
39 where it is supposed to be, leaving the outer posts still intact.
40 • The appropriate boundary lines have been identified with the exception of the northern most
41 portion of the property. It was noted that Redding Auto Body was within 10 feet of the north
42 most boundary line. This portion of the fence will be relocated as well so it will be within 10
43 feet of where the fence was.
44 • The process is moving along and should be completed by the regular June Commission
45 meeting.
46 • The area where the fence was located is no longer being used.
47

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

- 49 1. Noise Abate brochure
50 2. Final Airport budget
51 3. Update Northeast Corner
52 4. Airport Day
53 5. User fees
54 6. Airport Commission cycle of appointments and policy for elections of Chair and Vice
55 Chair.

1 Staff noted the Hangar Improvement document has yet to be approved by Council and will soon be
2 agendized for this purpose.
3

4 Staff noted it is not time for the Commission to review hangar fees. The cycle for this procedure is
5 every five years and there is two more years to go. Council has indicated, however, that fees for the
6 City should likely be reviewed annually so it may be that hangar fees will be reviewed sooner than
7 two years.
8

9 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

10 **Chair Crane** noticed the nursery has unsightly weeds that need to be removed, as well as a
11 signs/banners displayed that are not likely in compliance with the City's Sign Ordinance.
12

13 **Airport Manager Owen:**

- 14 • An RFP has gone out for a grant consultant. In order to seek grant funding, a grant consultant
15 is necessary to put the package together. Such consulting firms may include Mead and Hunt,
16 Kimley Horn.
17

18 **Commissioner Steinmann** asked if there have been any complaints regarding Calstar's relocation.
19

20 **Airport Manager Owen** commented on the specifics regarding a recent complaint related to Calstar.
21

22 **Airport Manager Owen** commented on a vintage aircraft that is no longer operable that would be
23 great as a permanent static display.
24

25 **Airport Manager Owen** has talked with the nursery that has a lease on the Airport regarding
26 encroachment issues and the owner has agreed to clean up the area that contain palates and other
27 nursery related items that encroach in areas that are not part of the lease square footage.
28

29 **Airport Manager Owen:** Listed the various types of memberships the Airport pays membership fees
30 for, some of which include: SWAAAE, Association of California Airports, GAAC.
31

32 There was staff/Commission discussion regarding a China Clipper aircraft carrying World War II
33 military persons and civilians that crashed in Mendocino County in the Boonville area in 1943. There
34 was formerly a rock with a plaque signifying the tragedy that over the years has deteriorated and/or
35 been removed. There are people that have parts of the aircraft they wish to donate that would be of
36 historical significance to the Airport.
37

38 **9. ADJOURNMENT**

39 There being no further business, the meeting adjourned at 8:11 p.m.
40
41

42 _____
43 Cathy Elawadly, Recording Secretary
44