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UKIAH REGIONAL AIRPORT COMMISSION
June 5, 2012
Minutes

COMMISSIONERS PRESENT

Eric Crane, Chair
Dottie Deerwester
Carl Steinmann
Don Albright

STAFF PRESENT

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

COMMISSIONERS ABSENT

OTHERS PRESENT

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 – May 1, 2012

M/S Albright/Steinmann to approve May 1, 2012 minutes, as submitted. Motion carried (4-0).

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

5. DISCUSSION/ACTION

5A. Noise Abatement brochure

Airport Manager Owen:

- Explained the revisions he made to more appropriately refine/realign and enhance the appearance of the document.
- Would like to feature the brochure in the City's new website once the document is finalized.

Commission consensus:

- PDF the document before it is sent out to Airport users and relevant/interested persons so that people can effectively open the document on their computer.
- Eliminate 'Google Earth' on the document.
- Insert a date on the front of the document that indicates when the document was last revised.
- Make some adjustments to the 'visuals/photos' on the document for enhancement/clarity purposes.
- Document is professional looking, informative and nicely orchestrated.
- Consider use of heavier copy paper for the document.

5B. User fees

Airport Manager Owen referred to the Ukiah Regional Airport User Monthly Fee Increases that was last effective March 1, 2012:

- User fees are reviewed and approved by Council every five years and there are approximately three years remaining on the current cycle before hangar fees are reviewed again in 2015.
- Included in the report are user fees for fuel (AVGAS and JETA) that are on a different review cycle than the other user fees.
- Staff intends to have all user fees on the same review cycle such that fuel, hangar rents etc., can be reviewed at once.

1 **Chair Crane:**

- 2 • The twin hangars/twin port-a-ports rent more per month than the small or large Pascoe
3 hangars even though they are not in the highest demand/popular. It is likely these market rate
4 prices should be adjusted.
5 • Supports increasing the Pascoe hangars such that the twin hangars would not rent more per
6 month than the small or large Pascoe hangars to reflect the market demand. This can be
7 effectively accomplished slowly over time.
8 • The concept was to increase all the monthly user fees. Ukiah Airport's user fees are
9 comparatively lower than other airports of like size.

10
11 **Airport Manager Owen:**

- 12 • All twin port-a-ports are rented.
13 • Agrees the twin port-a-port should not be compared to a large Pascoe.
14 • There is no waiting list for the twin hangars.
15 • Some people prefer to pay the extra cost to be in a large hangar.
16 • Does agree the Pascoe hangars should rent for more than the twin port-a-ports.
17 • Agrees the Pascoe hangars are due for a substantial increase for the next user fee cycle.

18
19 **Airport Assistant Ronk:**

- 20 • The large Pascoe hangars are just as large as the twin hangars. Pascoe hangars rent for less
21 and is of the opinion they are a better hangar.
22 • A situation that occurs is users do not want to pay the \$8 per night tie down fee.
23 • Another situation that occurs periodically is when an airport user purchases only a gallon or
24 so of fuel for aircraft. This is definitely not cost effective for the Airport.
25 • Supports establishing a policy requiring a minimum number of gallons of fuel be purchased.

26
27 **Chair Crane:** Questioned whether most users purchase fuel that essentially absorbs no payment of
28 per night tie-down fees.

29
30 **Airport Manager Owen:**

- 31 • The Airport does not encourage fuel purchases in low quantity in lieu of tie-down fees
32 because the Airport technically makes more money from tie-downs.
33 • Would rather have pilots pay the \$8 a night tie-down fee than pay \$20 in gas, for instance. It
34 does not really pencil out in terms of cost effectiveness to run the fuel truck, utilize personnel
35 to fuel, operate Airport vehicles and other associated costs for the purchase of so little
36 quantities of fuel.

37
38 **Airport Assistant Ronk:**

- 39 • There are a few habitual Airport users that do not purchase fuel or believe in paying tie-down
40 fees that continue to park their aircraft at the Airport. Supports sending these users a bill for
41 parking of aircraft.
42 • Even if a bill was placed on the aircraft, it is likely such users that are of the opinion they do
43 not have to pay a tie-down fee will just leave without paying. If this is the case, the aircraft
44 can be tracked for payment by tail number.
45 • If makes sense if a user purchases a large quantity of fuel and does not want to pay a tie-
46 down fee, but if a user parks an aircraft for a couple of days and does not purchase fuel,
47 he/she should pay a tie-down fee.
48 • The cost for tie-down per night is \$8 and per month is \$45.
49 • Some airports do charge a processing fee for billing.

50
51 There was Commission discussion about effectively tracking down users that do not pay user fees.

52
53 **Airport Manager Owen:**

- 54 • There may be several ways to track and collect user fees.

1 **Commission:**

- 2 • Inquired about the cost to send a bill?
3 • Noted sending a bill must be cost effective.
4

5 **Airport Manager Owen:**

- 6 • Will inquire about billing costs with the City Finance Department.
7 • One of the problems with billing for user fees has been that some people are simply on their
8 own payment plan and do not really care about payment of late fees.
9 • The Finance Department would like to see some sort of processing fee/higher user fees
10 and/or higher late charges so there would be more of an incentive to pay a bill timely.
11 • Noted it would be easier to collect over-night tie down fees compared to landing fees.
12

13 **Commissioner Deerwester:** There are probably some legal limitations on what can be charged for
14 processing a bill/user fees/late charges.
15

16 **Commission consensus:**

- 17 • Recommends the matter of processing fees/costs be agendized for Council review.
18 • Supports also agendizing user fees relative to late payment charges/processing fees for
19 further discussion at the next regular Airport meeting.
20

21 **Airport Manager Owen:** Will look at how other airports handle billing and processing fees. There
22 may be some other service charges that can be assessed and/or possibly a policy implemented that
23 requires users to purchase a certain number of gallons of fuel so as to discourage low quantities of
24 fuel purchases that is not cost effective for the Airport.
25

26 **5C.** Airport Commission cycle of appointments and policy for elections of Chair and Vice Chair.
27

28 **Airport Manager Owen:**

- 29 • Referred to City Code requirements pertinent to the Airport Commission (Attachment 3 of the
30 staff report).
31 • Commissioner Crane's term will expire at the end of this month.
32 • There is one open 'City' seat available on the Commission that has not been filled.
33

34 **Chair Crane:** Has turned in his application to the City Clerk for re-appointment to the Commission.
35

36 The Commission inquired about the procedure for announcing a vacancy position on the Airport
37 Commission.
38

39 **Airport Manager Owen:**

- 40 • The City Clerk is responsible for advertising Commission vacancies in the local newspaper.
41 • Council will be reviewing applications for Commission terms that expire this month, as well as
42 for the one City seat vacancy if any applications have been submitted on June 20th.
43 • City Code sections concerning Airport Commission requirements were written in 1956.
44

45 There was Commission discussion about possible persons that reside in the City that might be willing
46 to serve on the Airport Commission for the one 'City' vacancy that needs to be filled.
47

48 **Commissioner consensus:**

- 49 • Deferred election of Commission officers to the next regular Commission meeting after
50 Council has reviewed and approved applications for the one expiring Commissioner term.
51 • Supports review of City Code, Article 3: Airport Commission requirements.
52

53 **6. REPORTS**

54 **6A.** Budget 2012/13
55

1 **Airport Manager Owen:**

- 2 • City budget hearings will begin Tuesday, June 19. If the Commission wants to provide input,
3 this would be the time to come and do so.

4
5 **6B.** Northeast Corner Marketing (old lumber mill site)

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7 **Airport Manager Owen:** The Solar Living Institute is no longer interested in leasing the building and
8 ground area at the former lumber mill site. It would be too costly for the school to make improvements
9 that are necessary to the building.

10
11 **Commission consensus:** Supports the concept of posting signs advertising the site is for lease.

12
13 **Airport Manager Owen:**

14
15 **6C.** Airport Land Use Plan Schedule for Review by Council

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17 **Airport Manager Owen:** Will keep the Commission informed when Planning Department staff is able
18 to present the document to Council for review and adoption.

19
20 **D.** Airport Day

21 **Airport Manager Owen:**

- 22 • Airport Day is June 9. Admission is free.
23 • Advised of vintage aircraft that plan to be there.
24 • Aircraft rides are available at a cost.
25 • A variety of vendors are planned.
26 • Service clubs will also be present.
27 • Static display of aircraft will be available and the public will have the opportunity to look at
28 Calfire aircraft.
29 • Is hopeful the family-oriented event will be fun for everyone.

30
31 **E.** Redding Auto Body

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33 **Airport Manager Owen:** The fence has been removed and the matter is no longer an issue.

34
35 It was the consensus of the Commission to cancel the regular July Commission meeting due to the
36 July 4th holiday.

37
38 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN August**

- 39
40 1. Review Airport Commission Code
41 2. Election of Chair and Vice Chair
42 3. Airport Day report
43 4. Review of ACIP
44 5. Tour of Airport for maintenance review purposes

45
46 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

47 **Airport Manager Owen:**

- 48 • A RFQ for a grant consultant has gone out.
49 • The Civil Air Patrol/(DEA) and Mendocino County Sheriff Department is present at the Airport
50 and is utilizing area at the southern end of the Airport for a training school concerning
51 marijuana eradication.

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53 **Commissioner Albright** would like to see the trees at the Airport, particularly the fruit bearing trees
54 appropriately maintained so the fruit is eatable.

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9. ADJOURNMENT

There being no further business, the meeting adjourned at 7:10 p.m.

Cathy Elawadly, Recording Secretary