

UKIAH REGIONAL AIRPORT COMMISSION
December 4, 2012
Minutes

COMMISSIONERS PRESENT

Don Albright, Chair
Dottie Deerwester
Eric Crane
Carl Steinmann

STAFF PRESENT

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

COMMISSIONERS ABSENT

OTHERS PRESENT

Nick Bishop

1. CALL TO ORDER

The Airport Commission meeting was called to order by Chair Albright 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 – November 6, 2012

Commission deferred approval of the November 6, 2012 minutes to the next regular Commission meeting February 5, 2013.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Introduced 'Derek', a high school student that is participating in an internship program related to his interest in aviation as a possible future career.

5. DISCUSSION/ACTION

5A. Airport Maintenance/Landscaping Sub-committees

Airport Manager Owen:

- The maintenance/landscaping sub-committees have not been able to meet.
- In terms of maintenance and as a preventative measure, Airport staff has been moving forward with making improvements to the Pasco Hangars, weather permitting, by using a treatment process to remove rust from the bottom of these hangars.
- Provided a general update on the condition of the Airport hangars.
- Some of the Port-a-Port hangars have experienced water issues particularly with all the rain Ukiah has had recently.

Nick Bishop: Is pleased rust is being removed from hangars because it is necessary and helps promote longevity.

5B. Airport Fencing

Airport Manager Owen:

- Has consulted with Arrow Fencing concerning the cost of providing fencing to enclose the unsecured areas in and around where CalFire operates from the oil tanks to S. State Street. The approximate cost for this fencing is \$8,500.
- Preference is to make the proposed lighting improvements in the area as a security measure before installing fencing. To this end, staff is consulting with City electrical department and/or other related electrical contractor agency(s) to determine the electrical distribution needs and location.
- Explained in more detail the configuration of the proposed fencing project.

1 **Commissioner Crane:**

- 2 • Would like to see associated with the fencing the addition of a gate to service the road that
3 comes from CalFire and leads to the Pasco Hangars.
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5 There was Commission discussion regarding the lighting needs and how this can best be
6 accomplished cost effectively.
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8 **5C. Airport Noise**
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10 **Airport Manager Owen:**

- 11 • Introduced a new software program (Whispertrack) that is in the early phase of
12 development/start-up. Airport staff is assessing/evaluating this software program that could
13 become a feature of the Airport Noise Abatement Program. The software service provides
14 noise information about 'how to fly the quiet route' and/or the procedures for how to get in
15 and out of a particular airport quietly depending on the type of aircraft one is flying.
16 • Is of the opinion 'Whispertrack' is a useful informational tool to have.
17 • At this point, the Airport has a free membership and is something staff is trying out.
18 • To take advantage of the site membership fee and corresponding service is \$200 per month
19 and is likely too 'pricey' for the Ukiah Airport. The service provided is probably more cost
20 effective for larger airports.
21 • Individual airports must input their necessary data in order to use the information not the
22 other way around where information is entered by the program designer/developer.
23 Essentially, individual airports are responsible for maintaining their own data pertinent to
24 information about noise.
25 • Anyone can go to the Ukiah Airport website and access information about the Airport,
26 including quiet flying/noise abatement procedures.
27 • Whispertrack is not yet operational on an iPad or iPod.
28 • AirNav.com is a tool that pilots can use to provide them with information about what they
29 need to know to use different airports safely and skillfully.
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31 **Commissioner Deerwester** inquired if there was information available about the marketing strategy
32 for 'Whispertrack' in terms of providing statistical information about the number of users viewing the
33 site related to the Ukiah Airport. Knowing the number of users viewing the site would be helpful in
34 order to decide whether 'Whispertrack' would be a cost effective tool for the Airport to have.
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36 **Airport Manager Owen:** Has no informed knowledge about the marketing strategy for 'Whispertrack'
37 other than it is a new informational website in the early stages of development.
38

39 **5D. Tenant Improvement Program**

40 **Airport Manager Owen:**

- 41 • Three tenants have participated in the Tenant Improvement Program since its inception in
42 June of this year.
43 • Improvements include:
44 1. Sealing the bottom of a hangar and placing a berm around it that essentially acts as a
45 water buffer.
46 2. For an open hangar applied slurry seal and put in some new tie-down rings.
47 3. Another tenant did some sealing and installed berms.
48 • Is of the opinion the program benefits the tenants and the Airport.
49 • The tenants who used the program appear to be pleased.
50 • The rental credit the tenants received for participating in the program was roughly ½ of the
51 cost of the improvements.
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53 **6. REPORTS**

54 **6A. Airport Land Use Plan Scheduled for Review by Council**

1 **Airport Manager Owen** reported Planning staff has indicated the Airport Land Use Plan will likely be
2 reviewed by Council in the spring.

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4 **6B. Airport Holiday Party**

5 Staff noted the annual Airport holiday Christmas potluck party is December 6, 2012 from noon to 2
6 p.m.

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8 **6C. Airport signs for old lumberyard**

9 **Airport Manager Owen** reported while the former lumberyard site has signs advertising it for lease,
10 there have been no inquiries since the last update in this regard.

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12 **6D. Airport Engineering Consultant**

13 **Airport Manager Owen:**

- 14 • Explained the process:
 - 15 1. An RFP was sent out for a consultant.
 - 16 2. The engineering consultant selected is Mead and Hunt.
 - 17 3. A cost proposal would need to be completed by Mead and Hunt for an Airport project
18 so grant funding can be applied for from the FAA.
 - 19 4. Staff will report to City Council at the regular December 19 meeting outlining the
20 Airport engineering consultant selection process identifying Mead and Hunt as the
21 consultant selected.
 - 22 5. The engineering consultant will not be officially named until they have submitted a
23 grant funding proposal to the FAA.
 - 24 6. The first grant proposal is anticipated by December 16 from the FAA advising
25 whether or not grant funding is likely. Council will have the opportunity to review the
26 grant proposal at the regular January 16, 2013 meeting. As such, the Airport would
27 be able to move forward with the project that consists of an AOP update and runway
28 paving rehabilitation.
 - 29 7. Council at the regular February 6, 2013 meeting will then officially award the
30 engineering contract to Mead and Hunt.
 - 31 8. Airport staff will be meeting with the FAA grant consultant in January 2013. Staff will
32 then have a better understanding what to expect in terms of grant funding.
 - 33 9. Advised the FAA must approve the engineering consultant selected.
 - 34 10. FAA funding will likely require that the runway be narrowed from a 150 foot width to a
35 100 foot width. It is likely a lighting project and possibly other improvements will result
36 as part of the grant funding.

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38 There was discussion about possible ramifications that could occur with the narrowing of the runway
39 width, including technical discussion about various automated communication equipment used to
40 effectively guide and direct different types of runway approaches.

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42 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING**

- 43 1. Airport Maintenance/Landscaping Sub-Committee
- 44 2. Fencing Specifications
- 45 3. Budget discussion for FY 2012-13 & FY 2013-14
- 46 4. Airport Land Use Plan schedule for review by Council
- 47 5. Airport Signs for former Lumberyard
- 48 6. Airport Engineer Consultant (Mead and Hunt) update
- 49 7. Discussion about roof conditions of buildings/hangars on the Airport and provide
50 specifications

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52 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

53 Commission asked about whether or not there have been complaints about Calstar.

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55 Staff advised it appears all tenants are working any differences out and there are no complaints to
56 report.

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9. ADJOURNMENT

There being no further business, the meeting adjourned at 7:46 p.m.

Cathy Elawadly, Recording Secretary