

**UKIAH REGIONAL AIRPORT COMMISSION**  
**March 5, 2013**  
**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**

**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** – February 5, 2013

**M/S Deerwester/Steinmann** to approve February 5, 2013 minutes, as submitted. Motion carried (3-0). **Commission Crane** was not present.

**4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

**5. DISCUSSION/ACTION**

**5A. Airport Budget**

**Airport Manager Owen:**

- The City has a new financial software system and referred to the revenue and expenditure budget spreadsheet that shows budget information in columns:
  - 1) YTD 11/16/12
  - 2) YTD 1/24/13
  - 3) YTD 2/22/13
  - 4) Budget 2012-13 (last year's budget)
  - 5) 2012-13 Projections (Yearend projections that will be)
  - 6) Available 2012-13 (What is available in the accounts, have or have not spent)
  - 7) YTD 1/2012 (Year-to-date for January 2012 for comparison purposes)
  - 8) Budget 2011-2012
  - 9) 2011-2012 Final budget
- The new financial system has many benefits that were not available under the AS400 financial system.
- Regarding item #5 above on the budget sheet, a negative (-\$19,500), for instance, means 'over what was budgeted' and essentially represents a positive figure as it relates to the 'Revenue' side of the budget.
- Airport has approximately \$200,000 surplus of money from last budget year.
- Related to the budget, City Hall drives/assigns figures for some of the budget line items such as General Insurance, General Government Services, and other expenditure line items.
- There is \$348,000 in 'pooled cash.'
- Pooled cash is money the Airport actually has.
- 'Fund balance' is money the Airport has but is being used in operations.
- Postage figure (expenditure) is incorrect due to an error in posting.

**Commission:**

- Landing fees were projected at \$29,000; \$9,500 was budgeted; Requested clarification the Airport is over \$19,500 that is represented as (-\$19,500) in the budget.
- Requested clarification regarding budget figures for expenditure item, Aviation Fuels & Lubricants. Budget shows \$769,000, budgeted for \$804,869 so is the budget over \$35,869?
- What is the purpose of projection figures in the budget? The budget figure is essentially the projection.
- It would be difficult to make fuel projections because fire seasons vary as to what occurs.
- What budget expenditure line item would be used to set aside money to purchase new hangars, new fuel tank or truck, for instance?

**Airport Manager Owen:**

- Confirmed the Airport is over budget for landing fees and this overage was due to Calfire. Landing fees for Calfire were approximately \$26,000 for this past fire season.
- Aviation Fuel & Lubricants – spent more than what was budgeted and this is shown as a negative figure (-\$35,869) as it relates to the 'Expenditures' side of the budget.
- Projection figures must be shown even though there is a budgeted figure for a particular line item. Projection figures represent how the Airport budget-wise anticipates finishing out the year.
- Related to fuel projections, can do a four-year average for budget purposes if need be.
- At one time there was an account where money could be set aside for purchases. This money was taken out and put back into the 'pooled cash' account. It is possible to take money from the 'pooled cash' account and put it somewhere else, but does not know what the City would say about this. Technically money in 'pooled cash' is money the Airport should be able to use for purchases.
- Is hopeful money in 'pooled cash' will continue to grow as Airport revenues continue to increase.

There was further discussion regarding understanding of the budget columns and what the budget figures in the columns represent, particularly as it relates to fuel revenues and sales and how these figures offset one another.

**Airport Manager Owen:** The Commission for past budget years questioned how the 291 account, General Government Services figure was assigned by City Hall and asked if the Commission intends to question the methodology since City Council essentially approves the budget.

The Commission took note it is already asking City Council to review and approve various Airport-related matters this year.

**Commission:**

- Would like to see how the 'pooled cash' account is broken down so the Commission knows how much money is in this account that could be used for anticipated and/or unanticipated purchases.
- In general, likes the new budget spreadsheet and the corresponding information that can be provided.

**5B. Mead & Hunt Contract**

**Airport Manager Owen:**

- Referred to the 'Scope of Services' contract from Mead & Hunt that will go to City Council for approval on March 20.
- The FAA approved of the proposed contract for services after some contractual modifications were made to some of the language.

**M/S Deerwester/Steinmann** to recommend City Council approve Mead & Hunt contract for the scope of services regarding the Airport Layout Plan Update. Motion carried (3-0) with Commissioner Crane abstaining.

1 **5C. Airport Fencing**

2 **Airport Manager Owen:**

- 3 • Fencing on the north side of the Airport has been repaired after it was run into.  
4 • Is still working on the other fencing projects.  
5

6 **Commissioner Crane attended meeting: 7:14 p.m.**  
7

8 **5D. Airport Fueling Operations**

9 **Airport Manager Owen:**

- 10 • Provided the Commission with fuel revenue and cost information for Jet A, Jet A Calstar, and  
11 AvGas:  
12 1) Budget figures for 2012-13 from July 2012 to date shown in gallons and dollar amounts.  
13 2) Budget figures for 2012 in more detail showing revenue/costs and balance after costs.  
14 3) Budget figures for FY 2010-11 from July 2010 through June 2011 in gallons and dollar  
15 amounts for comparison purposes.  
16 4) Fuel Invoices for Jet A and AvGas for FY 2012-13 budget year in gallons and dollar  
17 amounts and associated grand totals thereof.  
18 5) Graphic information regarding fuel revenue for FY 2009/10, FY 2010/11, FY 2011/12 and  
19 FY 2012/12 budget years by dollar amount for comparison purposes.  
20 6) Graphic information regarding fuel sales for FY 2009/10, FY2010/11, FY2011/12 and FY  
21 2012/13 budget years in gallons for comparison purposes.  
22

23 **Staff:**

- 24 • The Airport has two fueling trucks, one for Jet A and one for AvGas. Both of these vehicles  
25 are aging and need repair from time to time.  
26 • It may be time to look at purchasing one new used fuel truck.  
27 • The Airport has one tank that stores both Jet A and AvGas fuel.  
28 • It may be time to also look at getting a self-serve tank for AvGas to increase the Airport's Jet  
29 A fuel capacity. The best way to increase Jet A fuel capacity would be to install a self-serve  
30 tank for AvGas and convert the existing fuel tank that stores both Jet A and AvGas to Jet A  
31 fuel only.  
32 • The cost for an AvGas self-serve tank is approximately \$80,000.  
33 • Supports purchasing a new AvGas fuel tank for the west side of the Airport, which would then  
34 allow the existing Jet A/AvGas fuel tank on the east side of the Airport to store only Jet A.  
35 This would increase the fuel volume for Jet A fuel.  
36 • The Airport loses revenue when it runs short of Jet A fuel, particularly during fire season  
37 when the demand is at its highest.  
38 • The question for the Commission is whether to move forward with the purchase or budget for  
39 a new used fuel truck this budget year versus the purchase of a new 12,000 gallon AvGas  
40 tank for the eastside of the Airport or a 12,000 self-serve AvGas self-serve tank for the west  
41 side of the Airport. The Airport has the money to purchase a truck or fuel tank.  
42 • The Commission could recommend budgeting for both a new used truck and a new fuel tank.  
43 • Does the Commission want to replace the AvGas truck or Jet A fuel truck? Comparatively,  
44 the Jet A truck is in better condition mechanically than the AvGas truck.  
45 • The AvGas truck is easier to repair than the Jet A fuel truck. The Jet A truck has to be  
46 serviced off-site while City of Ukiah mechanics are typically able to repair the AvGas truck.  
47 • Consider how large of a truck would best service and is the most economically feasible for  
48 the Airport. A 5-ton truck gets into the larger vehicle category. The current Jet A truck is a 2 ½  
49 ton truck.  
50 • Acknowledged the Airport would like to increase its fuel tank capacity.  
51 • Money was not budgeted to purchase a new used truck.  
52 • As part of the fueling operation's discussion would like a recommendation from the  
53 Commission to budget for a fuel truck to show there was Commission discussion about this  
54 matter. Would like to know if it is the Commission's goal to purchase a new used fuel truck  
55 next year so the process of budgeting for such a purchase can move forward.

- 1 • A budget amendment could be done if the Commission wants to purchase a fuel truck for FY  
2 2012-13 budget year.  
3

4 **Commission:**

- 5 • Generally discussed the fuel information as provided by staff.  
6 • Discussed economic feasibility and potential benefit of purchasing newer fuel truck(s) versus  
7 purchasing a new fuel tank looking at increasing Jet A fueling availability/volume, service,  
8 and cost of repairs to existing aging fueling trucks:  
9     ➤ Pointed out purchase of a new fuel truck would not give the Airport the Jet A fuel  
10 volume that is necessary to meet fueling demands, particularly during fire season.  
11     ➤ Necessary to have infrastructure in place for delivery of fuel when there is a truck  
12 breakdown. No revenue benefit when there is a truck that is not operable and cannot  
13 get to the fuel tank for the purpose of delivering fuel for sale to an aircraft.  
14     ➤ The issue of potentially purchasing a fuel truck(s)/fuel tank(s) should likely be  
15 discussed with Airport tenants/users. If the Jet A fuel truck is really not performing  
16 well and the Airport is running low on fuel capacity, the Airport could 1) purchase a  
17 new used fuel truck or 2) increase the fuel volume capacity for the existing fueling  
18 tank that currently stores Jet A and AvGas fuel.  
19     ➤ Opperman is an agency that sells new/used utility vehicles and essentially deals with  
20 heavy equipment.  
21     ➤ When considering vehicles or other, not feasible to have specialty equipment that  
22 cannot be locally serviced.  
23     ➤ It may be the Airport needs to purchase the new used Jet A fuel truck rather than  
24 budget it so it can be used for this year's fire season.  
25     ➤ Would like to see at the next Commission meeting truck specifications.  
26     ➤ Would like to purchase a new used fuel truck as opposed to purchasing a new fuel  
27 tank.  
28

29 **Commission consensus:**

- 30 • Move forward to look at the specifications for a new used Jet A fuel truck.  
31 • Make a recommendation for purchase of a fuel truck for FY 2013-14 budget.  
32

33 **M/S Deerwester/Steinmann** to recommend the budget for FY 2013-14 include the purchase of a Jet  
34 A fuel truck.  
35

36 Discussion:

37 **Commissioner Steinmann:**

- 38 • Has no problem seeing the need to purchase a fuel truck. On the other hand, sees there is a  
39 definite need to increase fuel storage of Jet A fuel and supports installing a secondary AvGas  
40 fuel tank and convert the existing fuel tank to Jet A fuel only.  
41 • While the existing Jet A fuel truck is getting old, it is mechanically sound. The Jet A truck is  
42 not in as bad condition as the AvGas truck. Looking at the needs for the next year, the Airport  
43 needs fuel volume and not a truck. The truck has held up fine, but there was not enough fuel  
44 this fire season. Even if there was a truck having a greater fuel capacity, for instance, there is  
45 still the need to have ample fuel in storage as opposed to risking being without for those  
46 times when the demand for Jet A is greater than normal. There is also wait time for fuel  
47 delivery when the Airport happens to run out of fuel.  
48

49 There was Commission discussion about Airport fueling needs in connection with the number of  
50 gallons necessary to conduct a successful operation.  
51

52 **Commissioner Crane:**

- 53 • Supports the Airport budget for additional trucks and/or storage. Recommends for purposes  
54 of the motion and discussion concerning fueling the motion state 'budget for fuel storage and

1 delivery system' options rather than specifically budget for a Jet A fuel truck or fuel tank and  
2 assign a dollar amount.  
3

4 **Commissioner Steinmann:**

- 5 • The Airport lacked fuel volume last fire season and if fuel volume is down again a new fuel  
6 truck would not be helpful at all.
- 7 • Is primarily concerned about not having a sufficient volume of fuel on hand.  
8

9 **Commissioner Crane:**

- 10 • His concern is if the Airport loses the delivery system instead of losing three days waiting for  
11 fuel delivery, for instance, could lose 10 or 20 days with repairs having to be done to the fuel  
12 truck.
- 13 • If the Airport does not have a truck, it would have to make arrangements to find a  
14 replacement.
- 15 • Asked if it were possible and/or feasible to switch out trucks if one of the trucks broke down?  
16 For example, if the Jet A truck were to breakdown could the AvGas truck accommodate Jet A  
17 fuel.  
18

19 **Staff:** There are too many problems associated with switching fuel trucks to accommodate another  
20 type of fuel. It is simply not a good idea and does not recommend this approach.  
21

22 **Commissioner Steinmann:**

- 23 • If a fuel truck were to break down for a substantial amount of time, such trucks can be  
24 replaced by renting them.  
25

26 **Commissioner Deerwester:**

- 27 • For purposes of the motion could place a maximum dollar value whether budgeting for tank  
28 or a truck.  
29

30 **Staff:**

- 31 • Understands the scenario of truck versus fuel tank, the purchase of a truck means not having  
32 fuel capacity; On the other hand, having fuel capacity, means not having the truck.
- 33 • Whether a tank or a truck is purchased, the timeframe is only a year difference. One year  
34 purchase a truck and next year a tank or, it is possible to purchase both right now.
- 35 • Even if the Airport goes to self-serve, part-time staff would still be needed to drive the Jet A  
36 fuel truck.  
37

38 **Commissioner Albright:** An option would be to purchase a tanker that is essentially a trailer and is  
39 mobile.  
40

41 **Commissioner Crane:**

- 42 • It may be for future budgets the Airport will not have the staffing it has now such that the  
43 Airport will have to be more self-serving. It does not matter if the Airport is an Enterprise Fund  
44 staff could be cut in future budgets where the Airport might not have staff available to drive  
45 the Jet A fuel truck.
- 46 • Having a self-serve AvGas tank would allow fuel sales at night and this an option that would  
47 benefit the Airport
- 48 • Does not support the purchase of a new used AvGas fuel truck.  
49

50 **Staff:** To reiterate, the Commission supports budgeting for FY 2013-14 a fuel system upgrade without  
51 assigning a dollar amount.  
52

53 **M/S Deerwester/Steinmann** amended the motion to recommend budgeting for FY 2013-14 for a fuel  
54 storage and delivery system. Motion carried (3-0) with Commissioner Crane abstaining.  
55

1 **5E. Airport Maintenance Sub-Committee**

2 **Airport Manager Owen:**

- 3 • Two maintenance sub-committee meetings were conducted this month.

4  
5 **Commissioner Crane:**

- 6 • As a sub-committee maintenance member recently met with other members to identify and  
7 discuss problems such as the condition of the runway, taxiways, what narrowing of the  
8 runway would mean and how this could be accomplished with realignment of taxiways  
9 connectors, potential/subsidence areas where paving is an option and/or slurry seal another  
10 option that can be done by City staff in an effort to increase square footage and achieve  
11 some 'economy of scale.' There was also discussion about repair of sinkholes and other  
12 maintenance issues.

13  
14 **Commissioner Deerwester:**

- 15 • As a sub-committee member, she recently met with Judy Pruden and staff to discuss a  
16 landscaping plan for possible improvements to areas landside on the west side of the Airport.  
17 • Judy Pruden suggested four different plant species that would likely do well at the Airport.  
18 These plants are hardy, require low maintenance, and are drought tolerant.  
19 • There was discussion about different landscaping approaches to include transplanting of  
20 existing vegetation and how the new landscaping plant species can be introduced for  
21 consistency with the existing landscaping.  
22 • There was also discussion about the condition and what can be done for the trees in the  
23 parking lot in front of the Airport terminal building.  
24 • The sub-committee recommends establishing a plan of what the landscaping should look like  
25 that also includes a landscaping maintenance schedule/program.

26  
27 It was noted the parking lot trees are not getting enough water.

28  
29 There was Commission discussion about irrigation system needs and what irrigation system and/or  
30 approach is most feasible for the Airport.

31  
32 **Airport Manager Owen** spoke to other maintenance issues that concern the Airport:

- 33 • Off site, there are two good size trees on Perry Street near the shopping center where The  
34 Bottle Shop is located that are a concern for Runway 15. Is in the process of getting these  
35 trees topped. These trees are currently about 20 feet into the airspace of the Airport.  
36 • Is looking into costs associated with installing an electrical units/system for the back row of  
37 the hangars off of State Street as well as looking into the type of system needs required to  
38 provide that electricity. The contractor that would be doing the actual work said the cost to  
39 provide electricity in this area would be approximately \$50,000.

40  
41 The Commission was of the opinion the aforementioned estimated cost for electrical work to be highly  
42 exorbitant.

43  
44 **6. REPORTS**

45 **6A. EAA B-17**

46 **Airport Manager Owen:**

- 47 • EAA B-17 aircraft will be featured at the Ukiah Airport May 13 through May 16.  
48 • The cost to just walk through the aircraft is approximately \$8.  
49 • Last year the cost for a 30-minute ride in the aircraft for non EAA members was \$475.

50  
51 **6B. Tenant Grievance**

52 **Airport Manager Owen:**

- 53 • There was a tenant having an issue with Calstar that the Commission discussed at the  
54 February meeting.  
55 • To date, is not aware of any claim made to the City concerning the incident.

1 **6C. Airport Land Use Plan Schedule for Review by Council**

2 **Airport Manager Owen:**

- 3 • The Airport Land Use Plan for review by Council has been postponed indefinitely.
- 4 • City Hall/Planning staff will be reviewing the now guideline document with possible
- 5 consideration for making the Airport a zoning district such that the document would become a
- 6 zoning code rather than a guideline document.
- 7 • Looking at the land use document realistically, it is a guideline that essentially does not hold
- 8 weight to City zoning regulations. The Airport is currently zoned Public Facilities (PF). The
- 9 PF zoning designation regulates the parking and landscaping requirements at the Airport and
- 10 Article 17 of this Code section does not default to C1 zoning in this regard. The intent is to
- 11 make the Airport a separate zoning district.
- 12 • As he understands it, the guideline document will not likely go back through the Planning
- 13 Commission.
- 14 • Would like the Commission to discuss the Airport Land Use Plan at the April Commission
- 15 meeting concerning further updates.

16

17 **Commissioner Crane:**

- 18 • Highly disagrees with how City Hall handled the processing of the document that was to be
- 19 reviewed by City Council.
- 20 • The Commission worked on revising the existing guideline document for 18 months and
- 21 noted the process was 'a lot of work' in the way of staff time and public input for this
- 22 document. It has taken nearly two years to get this document agendized for review by City
- 23 Council when for a grant matter it took very little time to agenize for Council review the Mead
- 24 & Hunt Scope of Service contract for update to the ALP.
- 25 • Again, is of the opinion the processing for review and possible approval of the Airport Land
- 26 Use Plan guideline document has been negligently and inappropriately handled by the City
- 27 Manager.
- 28 • According to the City Manager the Airport Land Use Plan will be re-written for review by the
- 29 Airport Commission.

30

31 There was Commission discussion as to possible next steps that can/should be taken concerning the

32 Airport Land Use Plan.

33

34 **Commissioner Deerwester:**

- 35 • Is of the opinion there needs to be some justification/rationale as to why the Airport Land Use
- 36 Plan document just sat for so long without moving forward to City Council and questions the
- 37 reason the document has to come back to the Airport Commission when the Planning
- 38 Commission has already recommended City Council approval.
- 39 • It may be a letter should be drafted by a sub-committee for review by the Airport Commission
- 40 at the April meeting requesting an explanation why there was a delay in getting the Land Use
- 41 Plan agendized for review by City Council.
- 42 • Also, it may be beneficial to establish a timeline concerning the Airport's perception of what
- 43 should occur regarding the Airport Land Use Plan document.

44

45 **Airport Manager Owen:**

- 46 • The letter would have to be drafted by the Airport Commission.

47

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

- 49 1. Airport Land Use Plan
- 50 2. Airport fencing/Airport Maintenance
- 51 3. Maintenance sub-committee report on the Landscaping Plan
- 52 4. Airport Day update
- 53 5. Tenant Grievance update
- 54 6. Fuel truck specifications

1 **Commissioner Crane** commented on the issue of contractors that contract with the City and  
2 corresponding liability limits and noted there was to be a stakeholder's meeting for interested parties  
3 that never took place regarding reasonable insurance limits for various types of things/work orders.  
4 Has knowledge of an agreement formulated by City staff that was never executed regarding  
5 insurance limits that Council directed not to happen.

6  
7 There was Commission discussion about the electrical work in the amount of \$50,000 that could be  
8 done for a lot less and how this relates to City insurance liability limits.

9  
10 There was further discussion related to insurance liability limits, including limits for additionally  
11 insured coverage. Typically, the City of Ukiah requires \$2 million in liability insurance.

12  
13 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

14  
15 **9. ADJOURNMENT**

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

17  
18  
19 \_\_\_\_\_  
20 Cathy Elawadly, Recording Secretary  
21