

UKIAH REGIONAL AIRPORT COMMISSION
April 2, 2013
Minutes

COMMISSIONERS PRESENT

Don Albright, Chair
Dottie Deerwester
Eric Crane
Carl Steinmann

STAFF PRESENT

Greg Owen, Airport Manager
Ken Ronk, Airport Assistant
Kim Jordan, Senior Planner
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 – April 2, 2013

Commissioner Crane made the following corrections:

Page 6, line 6 to read, 'As a sub-committee maintenance member recently met with other members.....'

Page 7, line 27, change City Hall Administration to read, 'the City Manager.'

M/S Deerwester/Crane to approve March 5, 2013 minutes, as amended. Motion carried (4-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

5. DISCUSSION/ACTION

5A. Airport Land Use Plan

Chair Albright:

- The staff report prepared by Senior Planner Jordan was well crafted and informative and asked the Commission to read the narrative out loud to more effectively understand the project objective and directive being recommended.

Senior Planner Jordan:

- Provided the Commission with the revised flowchart related to Airport Concurrent Lease and Permit Processing that was not included in the Commission agenda packet.
- Staff is recommending the parcels located at the Ukiah Municipal Airport be rezoned to Planned Development (PD) from Public Facilities (PF) and Manufacturing (M). Since the PD zoning designation functions as an overlay district, the actual zoning of the Airport would be amended to Planned Development – Public Facilities (PD-PF). The advantage of the PD zoning designation is that it allows for a variety of districts with different development standards and uses within a single PD zoning district. This is the recommended approach since the document divides the Airport into six planning areas and several subareas. As part of establishing a PD, regulations specific to the PD are prepared that will include a Precise Development Plan.
- Related to the rezone project the Airport Commission is being asked to review the Ukiah Municipal Airport PD Map and associated Planned Development Regulations for purposes of converting the original guideline document to PD zoning regulations which establish the allowed, permitted, and prohibited uses, development standards and process for development at the Airport with a recommendation to the Planning Commission. Specifically,

1 the Commission is being asked to make a recommendation pertinent to attachment 1 (City of
2 Ukiah Designated Planning areas for Land Use & Development Plan Guidelines referenced
3 as the Ukiah Municipal Airport Planned Development Map) and attachment 2 (Ukiah
4 Municipal Airport Planned Development Zoning District Regulations).

- 5 • For the Commission's information attachment 5 is included because this is the Ordinance that
6 would be adopted by Council. The Commission is not being asked to make a
7 recommendation relevant to attachment 5.
- 8 • The corresponding flowchart will not be codified or become part of the code. The document is
9 a handout concerning the lease and permit process for information purposes. Staff is asking
10 the Commission for input in this regard.

11
12 **Airport Manager Owen:**

- 13 • Requested clarification how the flowchart works with regard to month-to-month leases he
14 reviews and approves that do not go to Council. Leases that are longer than month-to-month
15 must be approved by Council.

16
17 **Commissioner Deerwester:** Grammatical error page 2, line 10 of the staff report, language should
18 read, 'variety of districts.'

19
20 **Chair Albright** asked for a motion, second, and discussion concerning approval of attachments 1 &
21 2.

22
23 **Commissioner Crane** made a motion to acknowledge the changes specific to modifications to the
24 format of the Ukiah Municipal Airport Building area and Land Use Plan Development Guidelines in
25 order to move forward with review of the Ukiah Municipal Airport PD Zoning District Regulations.

26
27 Discussion

28
29 **Airport Manager Owen:**

- 30 • During discretionary review of the Airport Land Use Plan Guidelines, the Planning
31 Commission was fine with the Airport Commission's recommendation concerning the
32 landscaping requirements and having no trees as part of the landscaping.

33
34 **Senior Planner Jordan:**

- 35 • Moving forward from a guideline document to a proposed PD zoning district regulation
36 document having specific rules/regulations incorporating PD standards requires some
37 language changes.
- 38 • Related to Attachment 2, no changes related to the areas/subareas, use tables, development
39 and site planning considerations were made to the guideline document that have been
40 incorporated into the PD zoning district rules.
- 41 • Related to Attachment 2 the following changes were made:
 - 42 ○ Page 23 of Section 10, 'Appeals' section added because the guideline document is
43 now proposed as a PD zoning district document subject to zoning rules and contains
44 the standard appeals process language.
 - 45 ○ Page 24 of Section 10, 'Amendment' and 'Relationship to Zoning Ordinance' sections
46 were added that also contains standard zoning language for PD regulations.
 - 47 ○ Page 24 of Section 11, Relationship to Lease Agreement, was formerly an
48 information placeholder and replaced with information contained in the flowchart
49 concerning lease agreements.
- 50 • There are placeholders throughout the document such as Ordinance and Exhibit numbers
51 that will be included later.
- 52 • Other changes made to Attachment 2: The guideline document was reformatted into sections
53 and in some cases new language/narratives added and/or new headers provided where
54 appropriate for consistency with PD ordinance zoning language and format. As such,
55 paragraphs are 'called out' as 'sections' for PD Ordinances regulations as opposed to the

1 numbering format used for the guidelines. Refer to the PD Zoning District Regulations to view
2 how the format changes are represented:
3

4 Ukiah Municipal Airport Building Area and Land Use Development Plan Guidelines

- 5 1. Purpose and Intent
- 6 2. Relationship to Zoning
- 7 3. Compatibility Criteria
- 8 4. Planning Area Land Use Map
- 9 5. Aviation-Related Uses
- 10 6. Airport Support Uses
- 11 7. Land use Area Descriptions
- 12 8. Land Uses
- 13 9. Development Standards
- 14 10. Planning Permits
- 15 11. Determination of Appropriate Use
- 16 12. Glossary of Airport Land-Use Terms

17
18 Ukiah Municipal Airport Planned Development Zoning District Regulations

- 19 Section 1, Purpose and Intent
- 20 Section 2, Zoning Map Amendment and Planned Development Regulations
- 21 Section 3, Planned Development Map and Planning Areas
- 22 Section 4, Enterprise Fund
- 23 Section 5, Airport Uses
- 24 Section 6, Compatibility Criteria
- 25 Section 7, (identifies the five planning areas and associated subareas)
- 26 Section 8, includes use tables relative to the regulations for the Ukiah Municipal
27 Airport Planned Development required by Zoning Ordinance Article 14 (Planned
28 Development)
- 29 Section 9, Development Standards and Site Planning Considerations
- 30 Section 10, Administration and Procedures
- 31 Section 11, Relationship to Lease Agreement
- 32 Section 12, Determination of appropriate Use
- 33 Section 13, Glossary of Terms

- 34
- 35 • Related to the aforementioned changes, in most cases other than adding some sections and
36 classifying topics by section, there were no changes to the language and/or the language
37 was incorporated into different sections.
 - 38 • Referred to new Sections 2 & 3 of PD Zoning District Regulations for review of language.
 - 39 • Section 4, Enterprise Fund was previously part of the compatibility criteria in the guideline
40 document and has been made a separate section.
 - 41 • Section 5, Aviation Related Uses, no change to language, only change in formatting.
 - 42 • Section 6, Compatibility Criteria, made a separate section.

43
44 **Commissioner Crane:**

- 45 • Section 5 references airport uses and aviation related uses and questioned why there is no
46 non-aviation related use section.
- 47 • It may be there should be a non-aviation related use discussion under Section 5.

48
49 **Senior Planner Jordan:**

- 50 • The subject of non-aviation related uses was not discussed when the guideline document
51 was revised.

52
53 There was Commission discussion about aviation related uses versus non-aviation related uses and
54 whether or not including a discussion about non-aviation related uses is really a good idea. The use
55 tables address specific uses as to whether or not they are allowed by right, allowed as an accessory

1 to a primary use, allowed with a use permit or prohibited for a particular area/subarea so the use table
2 essentially distinguishes what uses are allowed or prohibited which is the same as saying the use
3 either fits as an aviation related use or not. Either a use is aviation related or not and whether or not it
4 fits for a particular area/subarea depends upon the purpose and intent of the area. Is it really
5 necessary to call out specifically non-aviation related uses when the use table addresses what uses
6 are allowed and what uses are not allowed for a particular area/subarea.
7

8 **Commissioner Crane:**

- 9 • Section 5 and the use tables talk about the specifics, but what about the other and/or non-
10 specifics? Should the non-specifics be identified?
- 11 • Acknowledged there are non-aviation related uses talked about later on in the document and
12 questioned whether language about non-aviation related uses should also be included in
13 Section 5 along with discussion about airport uses, aviation related uses and aviation support
14 uses.
- 15 • Section 5 functions as a glossary as far as defining terms so as such it follows there should
16 be some language about non-aviation related uses.
- 17 • There was a lot of discussion about aviation related and non-aviation related uses when the
18 use tables were being formulated for the guideline document.

19
20 **Senior Planner Jordan:**

- 21 • Section 7 addresses the different planning areas and their intended purposes so this section
22 does talk about what uses would be a good fit. The use could be aviation related or non-
23 aviation related.
- 24 • The way the PD Zoning District Regulations will function is the land use tables and process
25 sections will be used all the time as rules. However, when it becomes unclear as to what is
26 intended this is time when closer review of the purpose and intent of a particular
27 area/subarea is necessary. The same follows for a Determination of Appropriate Use in order
28 to substantiate the use and make the necessary findings supporting that use.
- 29 • It may be that adding another segment to Section 5 that addresses non-aviation related uses
30 is not necessary because of the PD regulation rules that are in place to guide development
31 and land uses requirements and for those exceptions, a Determination of Appropriate Use
32 would require substantial review of the proposed use where necessary findings must be
33 made to support the use.
34

35 **Commissioner Steinmann:**

- 36 • Questioned whether it is really necessary to include a non-aviation related segment in
37 Section 5.
38

39 **Commissioner Deerwester:**

- 40 • There are areas where a non-aviation related use is appropriate for a particular location and
41 an example of this is the small engine repair shop in Westside North. The small engine repair
42 shop is an allowed use even though it is not aviation-related because that particular area has
43 not been practical for an aviation-related use.
- 44 • Questioned whether there is a section in the regulation document that talks about use
45 exceptions for space/land on the Airport that cannot be developed or is not practical for an
46 aviation related use. This does not preclude an aviation related use from replacing a non-
47 aviation related use for a particular area if there is a demand because a non-aviation use is
48 only allowed in the event there is no demand for an aviation-related use.
49

50 **Commissioner Steinmann:** With regard to the small engine repair shop, the use is essentially
51 separated from the Airport as a function even though it is part of the plan/map.
52

53 **Commissioner Crane:** The question is should section 5 also include discussion about non-aviation
54 related uses.
55

1 **Commissioner Deerwester:** By not having a discussion about non-aviation related uses in Section 5
2 does this preclude anything?
3

4 **Commission:**

- 5 • It appears according to staff nothing is being precluded and that any discussion about having
6 a section that talks about non-aviation related uses essentially pertains to 'background'
7 information because the regulation document rules/guides development and land use for the
8 Airport through the application of the use tables and the manner in which exceptions would
9 be handled such as a Determination of Appropriate Use that involves a review process and
10 findings to support the determination.
11

12 **Senior Planner Jordan:**

- 13 • Does the Commission have an opinion about the language in Section 4, Enterprise Fund?
14 Assumes if the use is not aviation related, it still has the potential to enhance Airport
15 revenues.
16

17 **Commissioner Deerwester:**

- 18 • The purpose of non-aviation related uses is to enhance Airport revenues in the event there is
19 no demand for an aviation related use, but never at the expense of future Airport planning
20 and development.
21

22 **Commissioner Crane:**

- 23 • While non-aviation related uses serve a purpose, need to make certain we plan/preserve the
24 ability to utilize space for an aviation related uses should there be a demand. The Airport
25 should never be locked into a situation that precludes an opportunity for the Airport to
26 expand/develop, become better functioning and/or in a position where that ability to increase
27 revenue is compromised.
- 28 • Requested clarification there is any narrative for non-aviation related uses in the regulation
29 document?
30

31 **Airport Manager Owen:**

- 32 • To ensure the Airport's economic viability is the reason an aviation related use should be
33 allowed and require a use permit for non-aviation related uses such that there would be a
34 review.
35

36 **Senior Planner Jordan:**

- 37 • The regulations do not preclude someone from asking for a Determination of Appropriate
38 Use.
- 39 • If it is the Commission's preference to have non-aviation related uses that are allowed at the
40 Airport, this can be addressed in the PD zoning district regulations.
41

42 **Airport Manager Owen:**

- 43 • Pointed out the document does address non-aviation related uses and drew attention to page
44 13, professional offices – aviation related and professional offices – non-aviation related
45 where professional offices – non aviation related are allowed with a use permit in Westside
46 North and Westside Central.
47

48 **Senior Planner Jordan:**

- 49 • If a narrative concerning non-aviation related uses is not included in the PD regulations, there
50 was no narrative prepared for the guideline document. Related to revision of the guideline
51 document considerable time was spend on the purpose and intent for each district and the
52 use table as to what uses would be allowed/permitted/prohibited for each zone.
53

54 **Commissioner Crane:**

- 55 • Called attention to grammatical corrections related to text, 'conjunction with the.'

- 1 • Referenced Section 13, Glossary, and noted 'Accessory use' and 'Airside' are defined, but
2 Aviation use and non-Aviation use are not defined. This may be the section where non-
3 aviation use should be addressed.
4

5 **Senior Planner Jordan:** Does the FAA define aviation use?
6

7 **Chair Albright:**

- 8 • Page 2 of the PD regulations talks about aviation related uses.
9

10 **Commissioner Crane:**

- 11 • 'Airport uses,' 'Aviation related uses,' 'Aviation support uses' provided for in Section 5 could
12 be listed as glossary items.
13 • Supports having a non-aviation related use narrative in Section 5. If definition/information is
14 left out concerning non-aviation use allows for a 'gray area.'
15

16 **Staff:** Page 2, line 21, correct 'ranway' to 'runway.'
17

18 **Senior Planner Jordan:**

- 19 • Recommends listing 'Aviation related uses' and 'Aviation support uses' in the Glossary
20 section with reference to Section 5.
21 • Related to including a narrative concerning non-aviation related uses, by not saying anything
22 in this regard gives the Airport the most options/leverage. On the other hand, if the concern is
23 that non-aviation related uses are not addressed in the regulations giving the impression
24 such uses were just forgotten/overlooked, language could be included that says, 'Non-
25 aviation related uses are those uses not listed in any of the above.'
26 • What occurs with regard to a 'gray area' is that a Determination of Appropriate Use would be
27 done for the use.
28 • Recommended the Commission look at Section 12, Determination of Appropriate Use.
29

30 **Commissioner Crane:**

- 31 • Section 12, Determination of Appropriate Use states, 'Whenever a use is not listed in these
32 Guidelines as an allowed or permitted use, the Planning Director and Airport Manager shall
33 determine whether the use is appropriate for the Airport either as an allowed or permitted
34 use. The paragraph goes on to state that in making this determination, the Planning Director
35 and Airport Manager must find: 1) The use would not be incompatible with other existing or
36 allowed uses at the Airport; 2) The use would not be detrimental to the continuing
37 development of the area in which the use would be located; 3) The use is compatible with
38 Airport operations and security, including the compatibility criteria of the Ukiah Municipal
39 Airport Master Plan and will enhance Airport revenues and/or provide services integral to
40 Airport operations; 4) In the case of determining that a use not articulated as an allowed or
41 permitted use could be established with the securing of a use permit, the Planning Director
42 shall find that the proposed use is similar in nature and intensity to the uses listed as
43 permitted uses. All determinations of the Planning Director and Airport Manager regarding
44 whether a use can be allowed or permitted at the Airport shall be final unless an applicant, or
45 any interested party, submits a written appeal stating the reasons for the appeal, and any
46 applicable appeal fee, to the City Clerk within ten days of the date the decision was made.
47 The City Council shall then conduct a duly note public hearing on the appeal in accordance to
48 the procedures set forth in Article 20 (Administration and Procedures) of the Ukiah Municipal
49 Code. At the close of the public hearing, the City Council may affirm, reverse, revise or
50 modify the appealed decision of the Planning Director. All City Council decisions on appeals
51 of the Planning Director's actions are final for the City.'
52 • Questioned if the Planning Director and Airport Manager make a decision and it is not in the
53 'public forum and/or done behind closed doors' how does one know when it has been 10
54 days for an appeal to be made?
55

1 **Senior Planner Jordan:**

- 2 • The aforementioned language is from the City Zoning Ordinance 1006, Section 1.
- 3 • What occurs if someone wants to do a project and the zoning code is silent on it, is to request
- 4 a Determination of Appropriate Use where uses similar to the one being proposed are looked
- 5 at.
- 6 • The only person likely to appeal a Determination of Appropriate Use is the person making the
- 7 request.
- 8 • The Determination would be reviewed by Planning staff and the Airport Manager. If the
- 9 Commissioners have concerns about the reviewing bodies, the Airport Commission can be
- 10 added as one of the reviewing bodies.

11
12 **Commissioner Crane:**

- 13 • Supports adding the Airport Commission as a reviewing body.
- 14 • Has concern about the appeal process regarding a Determination of Appropriate Use if a
- 15 decision is made behind closed doors with the Planning Director and the Airport Manager.
- 16 • Recalled the Determination of Appropriate Use decision that was made concerning the
- 17 relocation of Calstar where the Airport Commission was not a participant in that decision.

18
19 **Senior Planner Jordan:**

- 20 • Explained how the appeal process works. As such, the Airport Commission will never have
- 21 the opportunity to review a Determination of Appropriate Use unless they are included as a
- 22 reviewing body. As it is now only Planning staff and the Airport Manager would review the
- 23 request for a Determination of Appropriate Use.

24
25 **Commissioner Deerwester:** A special meeting would have to be scheduled if a Determination of

26 Appropriate Use were to occur during the two months the Airport Commission does not meet.

27
28 **Commissioner Steinmann:**

- 29 • Related to the Determination of Appropriate Use for the Calstar move, there was more to the
- 30 decision because the Airport Land Use Development Plan Guidelines allow for helicopter
- 31 uses in the area where Calstar relocated to with the understanding that Calstar would move
- 32 to the east side of the Airport where the Commission determined helicopter uses would be
- 33 most appropriate when this area is developed to accommodate helicopter uses.

34
35 **Senior Planner Jordan:**

- 36 • The Calstar relocation project is the only Determination of Appropriate Use that has been
- 37 done at the Airport that she is aware of.
- 38 • While the Airport Commission makes some recommendations to Council regarding leases
- 39 and since a request for Determination of Appropriate Use is a staff function, supports the
- 40 Airport Commission make a recommendation to the Airport Manager in this regard. In this
- 41 way, the matter would be agendized for discussion and publicly noticed.
- 42 • If the Airport Commission is part of the review process, the Airport Manager and Planning
- 43 Director cannot make a Determination of Appropriate Use until the Commission has reviewed
- 44 the request.
- 45 • A Determination of Appropriate Use is not intended to be a 'secret' decision and many cities
- 46 use this process for uses that are exceptions and/or not articulated as allowed or permitted
- 47 where a Planning Director has the authority to make a decision about a use that is similar to
- 48 another use and is of the opinion the use is a good fit. Ukiah has a more formalized process
- 49 pertinent to decisions about a Determination of Appropriate Use and if the Airport
- 50 Commission wants the process to be more formalized and more public, this can be done for
- 51 projects related to the Airport.
- 52 • A use permit applicant provides a description of the project that talks about the project intent
- 53 and plans for the use of the subject property. Planning staff approves the project description
- 54 as written if it is fine and the use permit is subject to Planning Commission approval with
- 55 specific findings and conditions of approval that must be met. If the use permit is approved

1 and the applicant(s) violates the project conditions, the permit can be revoked. A violator of a
2 use permit is different than an applicant requesting a Determination of Appropriate Use
3 because even though the project description may not be 'fine' with staff's analysis, it is looked
4 at as an exception because it may be similar to other allowed or permitted uses for that
5 particular zoning designation/district.

- 6 • It may be with the Airport Commission involved in a Determination of Appropriate Use review
7 process could add some time to the process for someone wanting to lease a space or build
8 something and would depend upon the Airport Commission's flexibility and willingness to hold
9 a special meeting.

10
11 There was Commission discussion about the Taylor Hangars that are privately owned and past
12 problems associated with non-aviation related uses operating in those hangars without a use permit.

13
14 **Airport Manager Owen:**

- 15 • Greg Taylor's ground lease with the Airport states the uses in his hangars must be aviation-
16 related.

17
18 **Chair Albright:**

- 19 • A Determination of Appropriate Use is a rare occurrence so the Commission would likely be
20 fine with holding a special meeting if this is necessary.

21
22 **Senior Planner Jordan:**

- 23 • The language in the Section 12 comes from the Zoning Ordinance.
- 24 • Supports adding language to Section 12 where appropriate that states, 'The Airport
25 Commission shall make a recommendation to the Airport Manager prior to making a
26 Determination of Appropriate Use.'
- 27 • The process concerning a request for Determination of Appropriate use would include:
28 1. A request for Determination of Appropriate Use is submitted.
29 2. The request would be forwarded to the Airport Manager to be agendized for discussion
30 by the Airport Commission.
31 3. The Airport Commission would make a recommendation to the Airport Manager.
32 4. The Airport Manager and Planning Director will make a joint decision about a request for
33 Determination of Appropriate Use.

34
35 Accordingly, there should be language that states the Determination of Appropriate Use shall
36 be agendized for Airport Commission discussion with a recommendation to the Airport
37 Manager.

38
39 **Chair Albright:**

- 40 • Requested clarification whether or not the language should state, 'the Planning Director,
41 Airport Manager and Airport Commission shall determine whether the use is appropriate for
42 the Airport either as an allowed or permitted use.'

43
44 **Senior Planner Jordan:**

- 45 • The language should not include the Airport Commission because the Airport Commission is
46 not making a determination, but rather is making a recommendation.
- 47 • Currently when a Determination of Appropriate Use is done for the City, there are uses that
48 are allowed by right which requires a building permit and/or business license and permitted
49 uses. What occurs presently, regardless if the use being requested is similar to an allowed
50 by right use or a use requiring a use permit, a use permit is required. The Airport does not
51 have to follow this same process in that if there is a request for Determination of Appropriate
52 Use and the Commission is of the opinion the use being requested is similar to an allowed
53 by right, the use can be allowed by right without a use permit. However, if the use is similar
54 to a use permit type of use, a use permit would be required. The way the proposed PD

1 regulations are written, a use permit is always required for a Determination of Appropriate
2 Use and this is the rule Citywide.

3
4 **Commissioner Crane:** Supports requiring a use permit for every Determination of Appropriate Use.

5
6 **Airport Manager Owen:**

- 7 • Questions Commission intent regarding the guideline document, page 12, Table 2: Westside
8 Uses and Permit Requirements, rotocraft uses: rotocraft hangars for Westside South is A(1),
9 allowed by right until which time when the east side of the airport is developed and leases
10 expire, these uses shall be relocated to the east side of the Airport to Eastside North Subarea
11 3 provided the necessary infrastructure is available and rotocraft parking & tie downs for
12 Westside South is UP(1), use permit required until which time when the east side of the
13 airport is developed and leases expire, these uses shall be relocated to the east side of the
14 Airport to Eastside North Subarea 3 provided the necessary infrastructure is available. To this
15 end, rotocraft is allowed by right to park in hangars until the east side is developed, but for
16 rotocraft parking and tie downs a use permit is required until the east side is developed and
17 questions the rationale in this regard. This approach would be acceptable for transient
18 helicopter parking, but questions requiring a use permit for a regular tenant to tie down
19 his/her helicopter in front of the hangar that this person is renting. This is same as a tenant
20 landing his/her helicopter in the tie down area and pushing the aircraft back into the hangar.
21 Accordingly, it seems unreasonable if a tenant lands his rotocraft in the tie down area in front
22 of his/her hangar and leaves it for the night has to get a use permit.

23
24 **Senior Planner Jordan:**

- 25 • The footnote after the use type is important.

26
27 There was Commission discussion concerning specific uses for rotocraft hangars and rotocraft
28 parking & tie downs for Westside South and the reason for the different use types was one of
29 compromise when the guideline document uses for the different zones were being considered. The
30 Commission was of the opinion that for fixed wing aircraft and the problems associated with operating
31 in close proximity with rotocraft that rotocraft being parked in hangars should be allowed by right, but
32 with rotocraft parking & tie downs a use permit should be required because of the potential for fixed
33 wing and rotocraft conflict until which time rotocraft uses would be located on the east side of the
34 Airport.

35
36 The Commission wanted to discourage rotocraft parking & tie downs in Westside South by making
37 this allowed by right in Westside North or Westside Central.

38
39 **Commission consensus:**

- 40 • Accepts staff's recommended additions/changes to Sections 2, 3, 4, 5, and 6.
41 • Supports adding the Airport Commission as a review body with a recommendation to the
42 Airport Manager for matters concerning a Determination of Appropriate Use.
43 • Supports requiring a use permit for every Determination of Appropriate Use as it is done
44 Citywide.
45 • No change to section Westside South concerning rotocraft hangars and rotocraft parking and
46 tie downs.

47
48 Original motion made by Commissioner Crane failed for lack of a second.

49
50 **M/S Crane/Steinmann** to approve Ukiah Municipal Airport Planned Development Zoning District
51 Regulations, as amended and as discussed above. Motion carried (4-0).

52
53 **Airport Manager Owen:** Advised the Ukiah Municipal Airport Zoning Map Amendment and
54 Establishment of PD Regulations will be reviewed by the Planning Commission with a
55 recommendation to City Council on April 10, 2013 and encouraged the Airport Commissioners to
56 attend.

1 **Commissioner Deerwester** made further suggestions concerning the Airport Concurrent Lease and
2 Permit Processing flowchart.

3
4 **Senior Planner Jordan** recommended further Commission discussion of the flowchart at the next
5 regular Commission meeting. The document will not be formally adopted, but is rather for
6 informational purposes as part of the code.

7
8 **5B. Airport Maintenance Sub-committee**

9 It was noted the maintenance sub-committees were unable to meet in March. As such, there is no
10 new information to report and discuss.

11
12 **5C. Fuel Truck Specification**

13 **Airport Assistant Ronk:**

- 14 • Provided the Commission with truck specifications for a 3,000 and 5,000 gallon jet refueler.
- 15 • Both trucks are diesel operated and new the trucks cost \$155,000 and \$180,000,
16 respectively.

17
18 **Commission:**

- 19 • Discussion about the performance of the diesel versus gas operated trucks including other
20 operating features.
- 21 • Requested more information from staff about new and used Jet A fueling trucks, primarily
22 petro/gas operated. Diesel trucks are more expensive to operate than a gas operated truck.

23 24 **6. REPORTS**

25 **6A. EAA B-17**

26 **Airport Manager Owen:**

- 27 • EAA B-17 aircraft will be featured at the Ukiah Airport May 13 through May 16.
- 28 • EAA is a non-profit organization dedicated to preserving history. The B-17 is costly to operate
29 and maintain. There are very few B-17 aircraft left as part of World War II history, particularly
30 those that still are operable. Most of these planes were scraped for metal.

31
32 There was Commission discussion concerning what a great opportunity it is to have this aircraft
33 featured at the Airport as an educational part of history.

34
35 **6B. Airport Day**

36 **Airport Manager Owen:**

- 37 • Airport Day is June 1 and event plans are progressing and coming together.
- 38 • A banner advertising the event will be displayed across State Street this year.
- 39 • This is the Airport's fifth Airport Day event.

40
41 **Commissioner Deerwester:**

- 42 • The beer booth is confirmed for the VFW to operate.
- 43 • The American Legion will also have a booth.
- 44 • Some questions have come up about food concessions selling the same food items, noting
45 this does not come across very well.
- 46 • Related to the vendor application, does this require information about what is being sold?
- 47 • Has concern about where vendors are located and how this is orchestrated.
- 48 • Requested clarification where BFW and American Legion booths will be located.

49
50 **Airport Manager Owen:**

- 51 • It has been his experience that vendors will state on the application what they intend to sell
52 and end up selling something completely different.
- 53 • Staff/event planners have not gotten into too much detail about what the vendors will be
54 selling because it changes.

- 1 • It appears each vendor does well each year so he is not particularly concerned if duplicate
2 items are being sold by different vendors.
3 • Related to vendor locations, it is first come, first serve type of scenario.
4

5 **6C.** Tenant Grievance

6 **Airport Manager Owen** had nothing new to report.
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8 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING**

- 9 1. Airport Concurrent Lease and Permitting Processing flowchart.
10 2. Airport Maintenance
11 3. EAA B-17
12

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

14 **9. ADJOURNMENT**

15 There being no further business, the meeting adjourned at 7:52 p.m.
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18 _____
19 Cathy Elawadly, Recording Secretary
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