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

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

Airport Manager Owen:
- Requested clarification how the flowchart works with regard to month-to-month leases he reviews and approves that do not go to Council. Leases that are longer than month-to-month must be approved by Council.

Commissioner Deerwester: Grammatical error page 2, line 10 of the staff report, language should read, ‘variety of districts.’

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

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

Discussion

Airport Manager Owen:
- During discretionary review of the Airport Land Use Plan Guidelines, the Planning Commission was fine with the Airport Commission’s recommendation concerning the landscaping requirements and having no trees as part of the landscaping.

Senior Planner Jordan:
- Moving forward from a guideline document to a proposed PD zoning district regulation document having specific rules/regulations incorporating PD standards requires some language changes.
- Related to Attachment 2, no changes related to the areas/subareas, use tables, development and site planning considerations were made to the guideline document that have been incorporated into the PD zoning district rules.
- Related to Attachment 2 the following changes were made:
  - Page 23 of Section 10, ‘Appeals’ section added because the guideline document is now proposed as a PD zoning district document subject to zoning rules and contains the standard appeals process language.
  - Page 24 of Section 10, ‘Amendment’ and ‘Relationship to Zoning Ordinance’ sections were added that also contains standard zoning language for PD regulations.
  - Page 24 of Section 11, Relationship to Lease Agreement, was formerly an information placeholder and replaced with information contained in the flowchart concerning lease agreements.
- There are placeholders throughout the document such as Ordinance and Exhibit numbers that will be included later.
- Other changes made to Attachment 2: The guideline document was reformatted into sections and in some cases new language/narratives added and/or new headers provided where appropriate for consistency with PD ordinance zoning language and format. As such, paragraphs are ‘called out’ as ‘sections’ for PD Ordinances regulations as opposed to the
numbering format used for the guidelines. Refer to the PD Zoning District Regulations to view how the format changes are represented:

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

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

**Ukiah Municipal Airport Planned Development Zoning District Regulations**

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

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

**Commissioner Crane:**
- Section 5 references airport uses and aviation related uses and questioned why there is no non-aviation related use section.
- It may be there should be a non-aviation related use discussion under Section 5.

**Senior Planner Jordan:**
- The subject of non-aviation related uses was not discussed when the guideline document was revised.

There was Commission discussion about aviation related uses versus non-aviation related uses and whether or not including a discussion about non-aviation related uses is really a good idea. The use tables address specific uses as to whether or not they are allowed by right, allowed as an accessory
to a primary use, allowed with a use permit or prohibited for a particular area/subarea so the use table essentially distinguishes what uses are allowed or prohibited which is the same as saying the use either fits as an aviation related use or not. Either a use is aviation related or not and whether or not it fits for a particular area/subarea depends upon the purpose and intent of the area. Is it really necessary to call out specifically non-aviation related uses when the use table addresses what uses are allowed and what uses are not allowed for a particular area/subarea.

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

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

Commissioner Steinmann:
- Questioned whether it is really necessary to include a non-aviation related segment in Section 5.

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

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

Commissioner Crane: The question is should section 5 also include discussion about non-aviation related uses.
**Commissioner Deerwester:** By not having a discussion about non-aviation related uses in Section 5 does this preclude anything?

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

**Senior Planner Jordan:**
- Does the Commission have an opinion about the language in Section 4, Enterprise Fund? Assumes if the use is not aviation related, it still has the potential to enhance Airport revenues.

**Commissioner Deerwester:**
- The purpose of non-aviation related uses is to enhance Airport revenues in the event there is no demand for an aviation related use, but never at the expense of future Airport planning and development.

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

**Airport Manager Owen:**
- To ensure the Airport’s economic viability is the reason an aviation related use should be allowed and require a use permit for non-aviation related uses such that there would be a review.

**Senior Planner Jordan:**
- The regulations do not preclude someone from asking for a Determination of Appropriate Use.
- If it is the Commission’s preference to have non-aviation related uses that are allowed at the Airport, this can be addressed in the PD zoning district regulations.

**Airport Manager Owen:**
- Pointed out the document does address non-aviation related uses and drew attention to page 13, professional offices – aviation related and professional offices – non-aviation related where professional offices – non aviation related are allowed with a use permit in Westside North and Westside Central.

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

**Commissioner Crane:**
- Called attention to grammatical corrections related to text, ‘conjunction with the.’
• Referenced Section 13, Glossary, and noted ‘Accessory use’ and ‘Airside’ are defined, but Aviation use and non-Aviation use are not defined. This may be the section where non-aviation use should be addressed.

Senior Planner Jordan: Does the FAA define aviation use?

Chair Albright:
• Page 2 of the PD regulations talks about aviation related uses.

Commissioner Crane:
• ‘Airport uses,’ ‘Aviation related uses,’ ‘Aviation support uses’ provided for in Section 5 could be listed as glossary items.
• Supports having a non-aviation related use narrative in Section 5. If definition/information is left out concerning non-aviation use allows for a ‘gray area.’

Staff: Page 2, line 21, correct ‘ranway’ to ‘runway.’

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

Commissioner Crane:
• Section 12, Determination of Appropriate Use states, ‘Whenever a use is not listed in these Guidelines as an allowed or permitted use, the Planning Director and Airport Manager shall determine whether the use is appropriate for the Airport either as an allowed or permitted use. The paragraph goes on to state that in making this determination, the Planning Director and Airport Manager must find: 1) The use would not be incompatible with other existing or allowed uses at the Airport; 2) The use would not be detrimental to the continuing development of the area in which the use would be located; 3) The use is compatible with Airport operations and security, including the compatibility criteria of the Ukiah Municipal Airport Master Plan and will enhance Airport revenues and/or provide services integral to Airport operations; 4) In the case of determining that a use not articulated as an allowed or permitted use could be established with the securing of a use permit, the Planning Director shall find that the proposed use is similar in nature and intensity to the uses listed as permitted uses. All determinations of the Planning Director and Airport Manager regarding whether a use can be allowed or permitted at the Airport shall be final unless an applicant, or any interested party, submits a written appeal stating the reasons for the appeal, and any applicable appeal fee, to the City Clerk within ten days of the date the decision was made. The City Council shall then conduct a duly note public hearing on the appeal in accordance to the procedures set forth in Article 20 (Administration and Procedures) of the Ukiah Municipal Code. At the close of the public hearing, the City Council may affirm, reverse, revise or modify the appealed decision of the Planning Director. All City Council decisions on appeals of the Planning Director’s actions are final for the City. ‘
• Questioned if the Planning Director and Airport Manager make a decision and it is not in the ‘public forum and/or done behind closed doors’ how does one know when it has been 10 days for an appeal to be made?
Senior Planner Jordan:
- The aforementioned language is from the City Zoning Ordinance 1006, Section 1.
- What occurs if someone wants to do a project and the zoning code is silent on it, is to request a Determination of Appropriate Use where uses similar to the one being proposed are looked at.
- The only person likely to appeal a Determination of Appropriate Use is the person making the request.
- The Determination would be reviewed by Planning staff and the Airport Manager. If the Commissioners have concerns about the reviewing bodies, the Airport Commission can be added as one of the reviewing bodies.

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

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

Commissioner Deerwester: A special meeting would have to be scheduled if a Determination of Appropriate Use were to occur during the two months the Airport Commission does not meet.

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

Senior Planner Jordan:
- The Calstar relocation project is the only Determination of Appropriate Use that has been done at the Airport that she is aware of.
- While the Airport Commission makes some recommendations to Council regarding leases and since a request for Determination of Appropriate Use is a staff function, supports the Airport Commission make a recommendation to the Airport Manager in this regard. In this way, the matter would be agendized for discussion and publicly noticed.
- If the Airport Commission is part of the review process, the Airport Manager and Planning Director cannot make a Determination of Appropriate Use until the Commission has reviewed the request.
- A Determination of Appropriate Use is not intended to be a 'secret' decision and many cities use this process for uses that are exceptions and/or not articulated as allowed or permitted where a Planning Director has the authority to make a decision about a use that is similar to another use and is of the opinion the use is a good fit. Ukiah has a more formalized process pertinent to decisions about a Determination of Appropriate Use and if the Airport Commission wants the process to be more formalized and more public, this can be done for projects related to the Airport.
- A use permit applicant provides a description of the project that talks about the project intent and plans for the use of the subject property. Planning staff approves the project description as written if it is fine and the use permit is subject to Planning Commission approval with specific findings and conditions of approval that must be met. If the use permit is approved
and the applicant(s) violates the project conditions, the permit can be revoked. A violator of a
use permit is different than an applicant requesting a Determination of Appropriate Use
because even though the project description may not be ‘fine’ with staff’s analysis, it is looked
at as an exception because it may be similar to other allowed or permitted uses for that
particular zoning designation/district.
• It may be with the Airport Commission involved in a Determination of Appropriate Use review
process could add some time to the process for someone wanting to lease a space or build
something and would depend upon the Airport Commission’s flexibility and willingness to hold
a special meeting.

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

Airport Manager Owen:
• Greg Taylor’s ground lease with the Airport states the uses in his hangars must be aviation-
related.

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

Senior Planner Jordan:
• The language in the Section 12 comes from the Zoning Ordinance.
• Supports adding language to Section 12 where appropriate that states, ‘The Airport
Commission shall make a recommendation to the Airport Manager prior to making a
determination of appropriate use.’
• The process concerning a request for Determination of Appropriate use would include:
  1. A request for Determination of Appropriate Use is submitted.
  2. The request would be forwarded to the Airport Manager to be agendized for discussion
     by the Airport Commission.
  3. The Airport Commission would make a recommendation to the Airport Manager.
  4. The Airport Manager and Planning Director will make a joint decision about a request for
     Determination of Appropriate Use.

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

Chair Albright:
• Requested clarification whether or not the language should state, ‘the Planning Director,
Airport Manager and Airport Commission shall determine whether the use is appropriate for
the Airport either as an allowed or permitted use.’

Senior Planner Jordan:
• The language should not include the Airport Commission because the Airport Commission is
not making a determination, but rather is making a recommendation.
• Currently when a Determination of Appropriate Use is done for the City, there are uses that
are allowed by right which requires a building permit and/or business license and permitted
uses. What occurs presently, regardless if the use being requested is similar to an allowed
by right use or a use requiring a use permit, a use permit is required. The Airport does not
have to follow this same process in that if there is a request for Determination of Appropriate
Use and the Commission is of the opinion the use being requested is similar to an allowed
by right, the use can be allowed by right without a use permit. However, if the use is similar
to a use permit type of use, a use permit would be required. The way the proposed PD
regulations are written, a use permit is always required for a Determination of Appropriate Use and this is the rule Citywide.

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

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

**Senior Planner Jordan:**
- The footnote after the use type is important.

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

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

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

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

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

**Airport Manager Owen:** Advised the Ukiah Municipal Airport Zoning Map Amendment and Establishment of PD Regulations will be reviewed by the Planning Commission with a recommendation to City Council on April 10, 2013 and encouraged the Airport Commissioners to attend.
Commissioner Deerwester made further suggestions concerning the Airport Concurrent Lease and Permit Processing flowchart.

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

5B. Airport Maintenance Sub-committee
It was noted the maintenance sub-committees were unable to meet in March. As such, there is no new information to report and discuss.

5C. Fuel Truck Specification

Airport Assistant Ronk:
- Provided the Commission with truck specifications for a 3,000 and 5,000 gallon jet refueler.
- Both trucks are diesel operated and new the trucks cost $155,000 and $180,000, respectively.

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

6. REPORTS
6A. EAA B-17

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

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

6B. Airport Day

Airport Manager Owen:
- Airport Day is June 1 and event plans are progressing and coming together.
- A banner advertising the event will be displayed across State Street this year.
- This is the Airport’s fifth Airport Day event.

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

Airport Manager Owen:
- It has been his experience that vendors will state on the application what they intend to sell and end up selling something completely different.
- Staff/event planners have not gotten into too much detail about what the vendors will be selling because it changes.
• It appears each vendor does well each year so he is not particularly concerned if duplicate items are being sold by different vendors.
• Related to vendor locations, it is first come, first serve type of scenario.

6C. Tenant Grievance
Airport Manager Owen had nothing new to report.

7. AGENDA ITEMS FOR NEXT REGULAR MEETING
1. Airport Concurrent Lease and Permitting Processing flowchart.
2. Airport Maintenance
3. EAA B-17

8. COMMISSIONER COMMENTS/STAFF COMMENTS

9. ADJOURNMENT
There being no further business, the meeting adjourned at 7:52 p.m.

__________________________
Cathy Elawadly, Recording Secretary