

UKIAH REGIONAL AIRPORT COMMISSION
June 4, 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 – May 7, 2013

M/S Deerwester/Steinmann to approve May 7, 2013 minutes, as submitted. Motion carried.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

5. DISCUSSION/ACTION

5A. Lease Agreement

Airport Manager Owen:

- Requests the Commission make a recommendation to City Council approving a new lease agreement for the Eagles Nest hangar.
- Eagles Nest is a privately owned hangar and is being sold to Mr. Moreno.
- Mr. Moreno understands the use of the hangar must be for aviation related purposes.
- The essence of the transaction is that the new owner will assume the existing lease and is essentially a name change matter only.
- Unlike City-owned hangars and because the hangar is privately owned and the lease is a ground lease there is no immediate timeline requirement related to expiration of the lease agreement and subsequent renewal.

M/S Deerwester/Steinmann to recommend City Council approve the lease agreement for the new owner of the Eagles Nest hangar. Motion carried.

5B. Self-Serve Fuel Tank

Airport Manager Owen:

- Plans and specifications are being looked into for the installation of an Avgas self-serve fuel tank at the Airport.
- The Airport Commission supports having a self-serve fuel tank.
- The sub-committee has discussed the location and placement of the facility.
- The primary objective for an Avgas self-serve fuel tank is to be able to increase the existing fuel tank capacity to accommodate more Jet-A fuel.
- The facility will be on a concrete pad with the ability to service one plane for space consideration reasons.

Airport Assistant Ronk:

- 1 • Airport users have indicated they do not prefer to give up the Avgas fueling truck service.
2

3 **Commission:**

- 4 • Would like status reports on the self-fueling tank project.
5

6 No other questions/comments or necessary action taken.
7

8 **5C. Airport Maintenance**

9 **Airport Manager Owen:**

- 10 • Requested a report from the sub-committee.
11 • Improvements for the taxiways are planned for this year.
12

13 **Commissioner Crane:**

- 14 • The sub-committee is looking at how best to approach maintenance of land, facilities, and
15 infrastructure issues at the Airport.
16 • Of primary concern is the condition of privately and City-owned hangars.
17 • Of crucial importance is the condition of hangar roofs that are in need of immediate repair. The
18 galvanized roofs for many if not most of the Pasco and T-hangars are in very poor condition
19 because the rust is so severe.
20 • Supports the hangars be fully evaluated and a decision made concerning the necessary
21 measures and/or the best solution concerning standard applications thereof as they relate to the
22 most effective and cost appropriate technique(s) and materials/products that can be used to
23 correct the problem, i.e., sealants versus overlay approach.
24

25 **Commission:**

- 26 • It may be that for privately owned hangars and/or those facilities having a ground lease so as to
27 encourage maintenance that owners receive a 100% rental credit to help offset the cost of the
28 repairs/replacement of a roof. In the long term, this may be the most cost effective approach. Or,
29 it may be more stringent/defined maintenance provisions and requirements should be written into
30 the lease agreements for privately-owned hangars/facilities to more appropriately address costly
31 repairs and future deterioration of buildings.
32 • Would like to have regular sub-committee updates regarding maintenance and maintenance
33 issues at the Airport so that decisions and plans can be made about efforts/measures that can be
34 taken/implemented to prevent further deterioration of facilities.
35 • Understands that plans and decisions need to be made concerning maintenance on City-owned
36 facilities and how to best proceed.
37 • After the Commission meeting, Commissioners would like to look at examples of rust problems
38 on hangar roofs.
39

40 **Chair Albright** recommends using the worst case roof scenario for a T-hangar and apply a 'foam'
41 technique/procedure that helps to preserve and protect metal roofs as a test application and consider the
42 results for use on other metal hangar roofs that have rust problems.
43

44 No other questions/comments or necessary action taken.
45

46 **6. REPORTS**

47 **6A. EAA B-17**

48 **Airport Manager Owen:**

- 49 • Having the vintage B-17 aircraft on static display and for rides was very profitability for EAA, and
50 valuable for the Airport. Many people visited the Airport to tour or ride the aircraft.
51 • EAA would like to return to the Airport next year as they highly enjoyed the experience,
52 accommodations and the many interested public visitors.
53

54 **6B. Airport Day**

1 **Airport Manager Owen** is of the opinion Airport Day functioned well and that the public had a good time
2 participating in the many activities provided. He acknowledged there were other significant events
3 occurring in Ukiah at the same time that likely affected the attendance, which was lower overall from last
4 year.

5
6 **Commissioner Deerwester** received the following comments and recommendations concerning Airport
7 Day from vendors and public members:

- 8
- 9 ➤ Concern expressed there were too many activities occurring at one time in Ukiah so in terms of
10 attendance recommends looking at the community calendar before choosing the official date for
11 Airport Day.
- 12 ➤ There was low turnout for Airport Day this year at least from the vendor perspective.
- 13 ➤ Concern expressed about too much competition for the same food. The recommendation is for
14 food vendors to sign up for what food they will be selling so that the food is not duplicated as
15 much.
- 16 ➤ The sound system was too loud such that vendors could not hear what their customers were
17 ordering.
- 18 ➤ The American Legion expressed concern regarding protocol concerning the Honor Guards and
19 the handling of the American Flag.
- 20 ➤ Recommends having more structure to what people are doing and more control over how things
21 are laid out.
- 22 ➤ Of important is to have a map showing the location of the booths and include this information in
23 the application.
- 24 ➤ It is important Airport Day be well organized and the location for events/activities/food vendors be
25 carefully mapped out.

26
27 **Staff:**

- 28 • Consideration is given to selecting the best day to have Airport Day. The problem is effectively
29 coordinating a convenient day for pilots and owners of aircraft that will be providing rides and
30 displaying vintage/historical aircraft for a date that works with their schedule.

31
32 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING**

- 33 1. Airport Maintenance
- 34 2. Self-fueling facility
- 35 3. Jet-A fuel truck
- 36 4. Election of officers
- 37 5. Airport Commission vacancies

38
39 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

40 **Commissioner Deerwester:**

- 41 • Asked the Commission for input regarding the one Commission vacancy that has not been filled
42 in a long time.
- 43 • The membership requirements provide that the Commission shall consist of five members, three
44 of the members must be residents of the City and two may reside outside of the City limits but
45 within Mendocino County.
- 46 • Asked related to the third City seat, if this seat could be an 'and/or' position vacancy. In other
47 words, there would be two members from the City and two members from the County and the
48 fifth seat could be either of the two.
- 49 • Has not seen any real active effort to try and solicit for filling the fifth seat so it may not possibly
50 matter whether or not the fifth seat is represented by a County or a City person.
- 51 • It is possible with the methodology being taken, the Airport Commission could lose its
52 effectiveness if seats are not filled.
- 53 • The Council has had past discussion about eliminating City Commissions. Eliminating the Airport
54 Commission would not be good for the Airport. The Airport Commission is a very important
55 Commission.

- Has concern about continuing to have a long term vacancy.
- Supports recruiting for the seat and filling the vacancy with a person residing in the City limits, but if this is not possible then proceed with filling the seat with a County resident.

Commission discussed how to proceed with filling the one seat on the Airport Commission that has been vacant for approximately two years:

- Recalls a City Council decision where the intent for City Commissions is to make certain that over one half and/or no less than half of the seats on a particular Commission be representative of persons that reside in the City limits. The concern in this regard was to ensure representatives residing outside of the City limits would not be dictating City policy. If, for instance, a Commission has two County and two City memberships on a five-Commission board, Council would like to see the fifth seat held by a City limits resident.
- Questioned whether or not it is necessary to require three of the Commission seats be City residents when the function of the Airport Commission is to consider/review matters associated with aviation related uses and activities so it would not essentially make a difference whether there were more County than City members. However, to the contrary, the Airport is a City-owned entity and the function of the Airport Commission is to act in an advisory capacity to City Council on behalf of the City so it is likely the third seat does not need to be held by a City resident.
- The Commission has a City resident in mind that could serve as the fifth member on the Airport Commission and fill the current vacancy.
- The third City seat could be a City resident or tenant at the Airport. This could be anyone who has an aircraft based at the Airport even if that person does not live in Ukiah such that if he/she is a user of the Airport this could be a solution.

Staff:

- If Commission meetings were held during working hours as opposed to in the evenings this might be helpful.
- The problem with the Airport Commission is that a commissioner needs to have an aviation background.

Commission:

- It is difficult for Commissioners to meet during the day because people have work commitments and it is often difficult for people wanting to attend a meeting to come during the day.

Commissioner Deerwester:

- Does not necessarily agree that all Commissioners need to have an aviation background because this eliminates the opportunity for other persons that might be very helpful to the Commission from participating and providing valuable input and making good decisions. There are people who are interested in aviation, but do not necessarily have experience in this field or own an airplane.
- Is not discounting the need to have aviation-related Commissioners serving on the Commission, but there are people that have an expressed interest in the Airport, such as herself, that can bring forth a different perspective to Airport-related matters/issues.
- Is concerned because there has been a long time vacancy on the Airport Commission that remains unfilled.

Staff:

- Has knowledge of an airport that had all non-aviation related Commissioners serving and they just about shut the airport down.

There was further discussion about people that have an interest in serving as an Airport Commissioner.

Commissioner Crane:

- Is there a methodology for allowing a non-City resident that has a vested interest by way of being a tenant at the Airport from serving on the Commission if there is a vacant City seat that has been

1 open for a while? Has knowledge of several people who reside in the County and want to serve
2 on the Commission because they have a vested interest in the Airport.
3

4 **Commissioner Deerwester:**

- 5 • The problem with the aforementioned proposal is that special rules are being created for people
6 that have an aircraft at the Airport.
- 7 • Is only concerned with the Airport Commission and not any of the other City commissions.
8

9 **Chair Albright:**

- 10 • It may be the reason people are not stepping up to serve on the Commission is they have do not
11 have the time or do not want to get involved in government rhetoric.
12

13 **Commission Steinmann:**

- 14 • Supports the 'and/or' position of what to do with vacancies as it relates primarily to those seats
15 that have not been filled for a long time. If, for instance, there are three County seats and two City
16 seats filled, it would appear that all decision-making would be for City Airport related purposes so
17 essentially everyone is a City-related Commissioner. The Airport Commission is aviation-related
18 so it does not matter if there are not three City limit residents serving because the third seat
19 would be an aviation-related person i.e., two County and two City and one County or City, but the
20 County must be an aviation related person.
21

22 **Chair Albright:**

- 23 • Supports technically having two County and two City Commissioners with the last Commissioner
24 acting in a 'duel role' position. For instance, this could be a County resident that has a vested
25 interest in the Airport. This 'duel role' position would be limited to one person and/or one seat.
26 The other Commission seats cannot be filled in this manner. It may be there would be no need to
27 act in 'duel role' position except when a vacancy is long term.
28

29 **Commissioner Crane:**

- 30 • Explained the membership requirements for the Mendocino County Airport Land Use
31 Commission as an example and noted the last seat is selected by the Commissioners that are
32 comprised from various jurisdictions and agencies.
33

34 **Commission** would like further discussion regarding Commission vacancies agendized for the next
35 regular meeting.
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37 **9. ADJOURNMENT**

38 There being no further business, the meeting adjourned at 7:16 p.m.
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41 _____
42 Cathy Elawadly, Recording Secretary
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