

UKIAH REGIONAL AIRPORT COMMISSION
March 6, 2007
Minutes

COMMISSIONERS PRESENT

Bill Beard, Chair
Dottie Deerwester
Ben Winter

STAFF PRESENT

Paul Richey, Airport Manager
Ken Ron, Airport Assistant
Cathy Elawadly, Recording
Secretary

COMMISSIONERS ABSENT

Eric Crane
Ken Fowler

OTHERS PRESENT

Bob Devinny
Carl Steinmann

The Airport Commission meeting was called to order by Chair Beard at 6:30 p.m., at 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- Paul Richey led the pledge of allegiance.

Airport Manager Richey noted Commissioners Crane and Fowler contacted staff today by telephone to advise they would be unable to attend tonight's meeting.

3. APPROVAL OF MINUTES – February 6, 2007

Recording Secretary noted one grammatical error on page 5 that was corrected.

Vice Chair Deerwester noted the term 'Lions Club' is misspelled.

ON A MOTION by Chair Beard, seconded by Vice-Chair Deerwester, it was carried by an all AYE voice vote of the Commissioners present to approve the February 6, 2007 minutes, as amended.

Vice Chair Deerwester inquired why her absence was addressed and Commissioner Winter's absence was not. She recommended further discussion in this regard.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Bob Devinny inquired regarding the status of the CDF lease negotiations and new base.

Airport Manager Richey replied no change has been made to the proposed new base although some documents have been sent to General Services Administration (GSA), as requested.

5. REPORTS

5A. Grant Updates

Airport Manager Richey reported staff has contacted the grant writer where the recommendation concerning the FAA grant request for this year would include appropriations for each of the following:

1. Reconstruction of Storm Drain System, Phase I for the design aspects.
2. Environmental Baseline for the entire Airport.
3. Purchase of the Super AWOS.

Staff noted a grant request will be made next year for the construction phase of the storm drainage system.

Staff stated the FAA requires an Environmental Baseline that is basically a cursory environmental document for the Airport and categorically defines what might be the potential environmental issues at stake for any major future developments. The Environmental Baseline is essentially an in-house FAA document where the FAA sets the criteria necessary for the document to be prepared by a consultant. This requirement is questionable because if each and every project must be defined and there are associated environmental issues where anything beyond the categorically defined exclusion would require an environmental document anyway, why would an Environmental Baseline be necessary.

It was noted the Environmental Baseline is not the same as an Environmental Impact Report (EIR) often required for planning projects.

Staff is requesting grant funding for the purchase of the Super AWOS because this equipment would be beneficial to the Airport and provide airport traffic advisory information.

5B. Airport Day Update

Commissioner Deerwester reported Ukiah Dodge Chrysler Jeep has sponsored a plane for an event at the Airport and have expressed a tentative interest in doing this again for Airport Day. It would be a good approach to find out what other businesses or organizations have sponsored planes in the past and use this information in planning for the event.

Airport Manager Richey stated the sooner commitments can be made from sponsors the more helpful this will be when planning for the event. He has been in contact with a person interested in possibly opening a facility on the Airport to rebuild/restore old world war aircraft and this individual has expressed further interest in attending Airport Day.

Commissioner Deerwester agreed it is time to start selling ads and getting commitments from persons desiring to participate, as well as formulating a budget. It has been difficult to finalize a budget without knowing the cost of bringing in aircraft for display.

The Airport Day committee will be meeting next week.

5C. Airport Entrance Sign – Continued

Airport Manager Richey reported Mayor Rodin asked staff to review signage at the Airport, particularly the entrance sign and possibly making changes for ease of finding businesses located at the Airport and with eventual removal of the A board signs at the front entrance. The Airport has two wall monument signs at the entrance identifying the facility and one port firms and service sign inside the front gate. There is also an old wood 'Welcome to Ukiah' sign several hundred feet north of the entrance that is no longer in use. Following the regular meeting in February concerning discussions about signage, staff has contacted the City Planning Department and found out that all A board and/or sandwich signs located on City property or City right-of-way must have an encroachment permit. The Airport could limit and/or prohibited these signs from the premises. The Planning Department has recommended modifying the signs at the Airport for more effective use.

Mayor Rodin suggests the installation of an additional sign at the entrance that would list all the businesses at the Airport for advertisement purposes. Councilmember McCowen favors the Commission make a recommendation to the City Council about signage at the Airport.

The Planning Department has expressed concern about putting additional signage at the entrance having the potential to further distract drivers and therefore, would be a safety hazard.

Airport Manager Richey recommended excluding the sandwich board signs, and making improvements to the existing port firm and/or directory sign. The sign lists the name of the business and the corresponding arrows show the direction where the businesses are located. However, there are no numbers on the sign giving an exact address of a particular business. The Commission may want to entertain the possibility of installing a free standing monument sign although there are no budget monies available for such a sign this fiscal year.

There was Commission discussion regarding the 'Welcome to Ukiah' sign as a historical significant resource to the community located to the north of the Airport entrance and future possibilities were noted. There are no current plans in place to improve or relocate this sign. This sign in its current location is not readily noticeable and there is vegetation impeding its visibility.

Vice Chair Deerwester proposed the Commission consider allowing the various sign companies in the community to assess signage at the Airport and provide recommendations.

Airport Manager Richey proposed the businesses located on the Airport contribute to the cost of sign improvements, since they stand to benefit.

It was the consensus of the Commissioners present to have staff check with the different local sign companies for their input and bring back the information for further discussion.

Chair Beard does not favor sandwich board signs being used to advertise businesses on the Airport.

Airport Manager Richey stated since the sandwich board signs have been removed, he has seen no change in the businesses in terms of increased clientele that used these sign types for advertisement purposes.

Airport Manager Richey stated Mayor Rodin's intent was to eliminate the sandwich board signs and maintain a stand alone sign that lists all the businesses at the Airport. He proposed taking the existing wall monument sign at the Airport entrance and make it more legible so it is easier to see and read, and add numbers that correspond with the address numbers for the various businesses.

5D. Quiet Flying Brochure

Airport Manager Richey reported the City Informational Technology Department (IT) is still in the process of updating the brochures at the recommendation of the Commission.

6. DISCUSSION/ACTION

6A. Airport Commission Application

Airport Manager Richey referred to the 'Draft Sphere of Influence' map that scales out the proposed changes to the City Sphere of Influence that currently extends from Burke Hill to Highway 20 and from ridge top to ridge top. In terms of seeking applications from persons desiring to serve on the Airport Commission, the proposed change to the City Sphere of Influence would have an impact on the process, since it would limit the pool of applicants. The Ukiah City Council has discussed the possibility of changing the City's Sphere of Influence.

Airport Manager Richey recommends that if the Commission does not wish the Airport application service area to change, that this be communicated to Council because the Council is likely going to change the City's Sphere of Influence. The intent is to shrink the Sphere of Influence such that it would not extend beyond the potential City limits. The issue that has occurred in the past is that when all commissioners were required to be City residents there would often be one application or none when a vacancy occurred. A larger application service area creates the opportunity to draw from a larger pool of applicants. He clarified the Commission would not be making a recommendation concerning the Sphere of Influence, just changing the pool area from which to draw Airport Commissioner applicants. The City Council can authorize a change to the City Code pertinent concerning the area from which to pool applicants.

Commissioner Winter inquired whether it would be feasible to include Redwood Valley, Calpella and/or Hopland in the area to pool applicants from, since there may be persons desiring to serve on the Commission that reside in these areas.

Vice Chair Deerwester recommended maintaining the current area from which to draw applicants and does not favor that the area be shortened.

Chair Beard remembers when the City decided the Sphere of Influence should be larger so that the City could have some influence over the County relative to what the County was proposing for developments outside the City boundaries. If the City Sphere of Influence were larger, it would be more difficult for the County to ignore/neglect any recommendations from the City as far as what County plans were for developments outside of the City boundaries. He further remembers circumstances when developments in the County precluded developments in the City mainly from the standpoint of street issues.

Commissioner Winter stated for simplicity purposes, the current area should be retained from which to pool potential Commission applicants.

Chair Beard commented the Sphere of Influence as outlined in the UMC, essentially pre-established the boundary from which Commission vacancy applicants could be pooled from.

Airport Manager Richey clarified that a Commission boundary is not a Sphere of Influence. It simply constitutes the area from which the pool of applicants can be drawn from. This boundary pre-established as a result of the City Sphere of Influence was of fairly large size and a benefit to the Commissions because it created a larger application service area.

Commissioner Winter inquired regarding the definition of "Greater Ukiah."

Airport Manager Richey will research this inquiry for discussion at the next regular Commission meeting.

Bob Devinny inquired why is the Commission discussing the matter of the Sphere of Influence when the Commission can recommend to the City Council how large the applicant pool area should be.

Airport Manager Richey stated this is the way the Sphere of Influence is currently defined in the UMC, which would affect the area where Commission applications can be pool from in the event the Sphere was downsized.

It was the consensus of the Commission to postpone making a recommendation to Council concerning the Commission application pool area until there is more information and that all Commissioners are present, particularly regarding the definition of "Greater Ukiah."

The Commission discussed the 'City of Ukiah Application for Appointment to the Airport Commission' form where the following amendment recommendations will be made to the City Council:

Airport Manager Richey will consult with the City Manager and/or City Attorney as to the procedure for making changes to the application for appointment to the Airport Commission.

1. Add a question that requires an applicant to list City and/or County commissions, committee, and/or boards in which they are currently serving on, even though 'question no. 6' asks that the applicant list community groups or organizations a person is affiliated with.

Airport Manager Richey confirmed potential changes would likely have to be done by Council, since this is the governing body making the appointment.

2. The application and attachment may be returned to the City Clerk by 5:00 p.m., rather than by noon as stated on the existing application. The application deadline date must be updated to reflect the actual deadline date.
3. Provide more options for filling out and returning applications such as by e-mail, fax or possibly be able to complete an application from the City's website in addition to hand delivering the application to the City Clerk.

6B. Hangar Site Feasibility & Hangar Improvements

Airport Manager Richey reported Commissioner Crane has requested a discussion of potential site location and the possibility of improvements to existing hangars.

The area most likely for hangar development would be west of the existing CDF facility. He referred to a map of the Airport of the existing facilities and noted the northern most development areas where item no. 15 (FEDEX Hangar) is located is open for commercial purposes, on the Northwest side. This area would be beneficial for commercial development because of the State Street exposure. Also, the Northeast corner of the Airport where the former lumberyard was located, item no. 18 on the map, is open for commercial development.

There was a brief discussion concerning the potential cost of moving some of the Port-A-Port hangars to the north side of the Airport and possible development of one additional row of Pascal hangars where the Port-A-Port hangars are presently located. There is also area for hangar development south of the bulk Fuel Storage site. This area would not be cost effective at this point because a parallel taxiway would have to be constructed on the east side of the Airport. Another site having the potential for eight hangars or more if the hangars are of a smaller size would be on the north side of existing Ukiah Aviation Services 50' by 50' hangars located on the Southwest side of the Airport. The lease agreement for this facility would have to be re-negotiated with the individual currently leasing this area prior to considering hangar development in this area.

Airport Manager Richey recommended continuing the discussion to the next regular Commission meeting concerning the potential hangar development and/or the relocating of existing hangars when Commissioner Crane can be present.

There was a brief discussion concerning other areas in terms of whether these areas are utilized to their best and highest potential including the parking lot and potential for times when overflow parking accommodations are necessary. It may be necessary to form a subcommittee to review hangar development and utilization of land to its best and highest potential for the benefit of the Airport.

Airport Manager Richey reported Hertz Rent-a-Car has expressed an interest in leasing the former lumberyard facility after it is renovated.

There was also discussion concerning potential access to the Airport from the east side.

Vice Chair Deerwester recommended waiting until the next regular meeting to continue discussion of this agenda item prior to formulating a subcommittee to further look at hangar development.

6C. Hangar List & Usage

Airport Manager Richey referred to the "T" Hangar List, and stated there is a very short waiting list for open hangars and getting a tenant into a Port-A-Port hangar can typically be accomplished in less than a year. Pascal hangars have a very slow turn around.

Airport Manager Richey expressed concern regarding Pascal hangars when the hangar inspections were conducted last year because there is a demand for these hangars and there are aircraft in some of these hangars under construction.

Airport Manager Richey reported Commissioner Fowler asked to review the current hangar waiting list. Commissioner Fowler's concern is likely that when the hangar inspections were conducted, some of the Pascal hangars had aircraft under construction and will require another inspection to make sure they are operable within the appropriate timeframe for compliance with Airport policy regarding hangar rentals. He advised of a hangar that houses an aircraft that has never been operable although some progress has been made to get it up and flying. One of reasons why Aircraft in hangars need to be operable is so the Airport can benefit from fuel purchases as opposed to having aircraft in boxes that are not airworthy in the hangars.

Airport Manager Richey addressed the issue of non aviation-related businesses on the Airport, and stated while aviation related businesses are the preference, non aviation-related businesses are allowed as tenants on the Airport if aviation-related businesses are not available in order to keep revenue flowing. He cited the nursery business at the south end of the Airport as an example of a non aviation-related business that has been a tenant for many years. He briefly elaborated on the potential for a non aviation-related facility associated with emergency services to be located on the Airport and this operation would benefit the Airport.

Airport Manager Richey reported an individual on the hangar list has made a complaint about the usage of hangars being rented by Ukiah Aviation Services-Gregg Taylor that

involve the eight 50' x 50' hangars on the Southwest side of the Airport. The hangars that have been available for three years have all been rented. The complaint is that Mr. Taylor has rented some of his hangars for non aviation-related purposes. Staff has discussed this matter with the City Manager and City Attorney and the City Manager recommends this item be discussed by the Commission.

Vice Chair Deerwester stated when staff confirms the Ukiah Aviation Services hangar is non aviation-related, the Commission can review the information and make a recommendation concerning the lease agreement and applicable language pertinent to allowing for non aviation-related businesses operating at the Airport.

It was the consensus of the Commission to continue discussion of this agenda item to the next regular Commission meeting.

7. COMMISSIONER COMMENTS

Vice Deerwester addressed the Commission's policy regarding Commissioner absences and that absences should be noted/addressed in the minutes.

8. STAFF COMMENTS

Airport Manager Richey addressed the benefit of potentially having another commercial aviation-related business at the Airport.

9. AGENDA ITEMS FOR NEXT REGULAR MEETING

1. Airport Day Update
2. Hangar Site Feasibility & Hangar Improvements – continued
3. Hangar List & Usage – continued
4. Review of Airport Commission application – continued
5. Grant update
6. Signage at the Airport

10. ADJOURNMENT

There being no further business, the meeting adjourned at 8:51 p.m.



Bill Beard, Chair



Cathy Elawadly, Recording Secretary