

**UKIAH REGIONAL AIRPORT COMMISSION**  
**April 3, 2007**  
**Minutes**

**COMMISSIONERS PRESENT**

Bill Beard, Chair  
Eric Crane  
Dottie Deerwester, Vice Chair  
Ken Fowler  
Ben Winter

**STAFF PRESENT**

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

**COMMISSIONERS ABSENT**

None

**OTHERS PRESENT**

Mike Whetzel  
Ronald Hunt  
Robert Wattenburger

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.
3. **APPROVAL OF MINUTES – March 6, 2007**

**Vice Chair Deerwester** recommended a change on page 7, paragraph 5, first sentence to read, "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."

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

**ABSTAIN: Commissioner Crane**

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

No one from the Audience came forward.

**Ronald Hunt** is interested in residing and relocating his business to Ukiah and would be using the Ukiah Regional Airport to house his aircraft and to commute by plane to meet with his business clients.

**It was the consensus of the Commissioners present to review discussion/action agenda items 6A and 6C first.**

## **6A. Compass Rose**

**Airport Manager Richey** commented former Commissioner Whetzel has requested that the subject of a painted compass rose be agendaized for discussion. The compass rose is a circle painted on the ground with at least the four points of the compass (north, south, east, and west) painted on it. It is used to "swing" a compass or adjust a compass to the appropriate magnetic heading with all customary equipment operating and the engine running. The existing compass rose was covered when slurry seal work was done. The Engineering Department laid out a template for the compass rose on the concrete area east of the old Administrative Building, but no formal design was ever approved.

**Airport Manager Richey** reported on the proposed design concepts and intends to ask the Engineering Department to again lay out the format relative to the physical distances and overall layout and his daughter will complete the decorative art component for the project.

**Mike Whetzel** noted in his discussions with the FAA, only two surveyed legal compass rose exist in northern California allowing for a certified compass swing. He recommends that the compass rose proposed for the Airport be certified, which involves surveying by a licensed engineer and certification from the Caltrans aeronautical division.

**Airport Manager Richey** will contract Caltrans regarding the process.

The Commission and staff agree that the site for the compass rose will be the new paved area north of Feather Lite.

## **6C. Hangar List & Usage**

**Airport Manager Richey** commented Commissioner Fowler requested review of the current hangar waiting list, which has essentially two components. The first issue concerns the hangar waiting list and a copy of this document is attached to the staff report for reference. Staff will likely be conducting hangar inspections in May and there may be as many as three hangars not in compliance with the lease agreement requiring that individual/private hangars have an aircraft in it and that it must be air-worthy. Additionally, if a hangar contains an aircraft being constructed from a kit, a determination whether reasonable progress toward making the aircraft airworthy must be made by staff.

The second issue concerns the potential of non-aviation related businesses being allowed to operate in commercial hangars. All individual hangars have lease agreements that require aircraft in them and all commercial ground leases with the exception of a few require the businesses to be aviation related. No aircraft is required to be in the commercial (FBO) hangars. The reason for discussion of the second issue is there may be a non-aviation related business operating at the Taylor hangars where the current lease language states, "Lessee agrees that the leased premises shall exclusively be used for aviation purposes." While compliance with the ground lease requires that a business operating in a commercial hangar be aviation-related there could be circumstances where such a business is not possible wherein a non-aviation related business would be allowed to operate in order to keep revenue generating.

The Commission discussed this issue at the last regular meeting in March and asked staff to draft some language as a potential amendment to a commercial lease that would allow for non-aviation activities if an aviation related operation is not possible. The proposed amended language reads, "Lessee agrees that the leased premises are to be used for aviation purposes. If lessee is not able to lease premises for aviation related purposes, the lessee may request to the City of Ukiah/City Manager/Airport Manager/Airport Commission, to allow non-aviation related operations in premises. Any agreement with a non-aviation related purpose will not exceed two years unless no aviation related purpose can be established at that time." If the Commission recommends an amendment to the lease agreement, it will be reviewed by City Council for final approval.

The Commission discussed the Taylor hangars and corresponding ground lease agreement. There was also discussion about the subleasing of these hangars wherein the "Lessee" is responsible for the renting of the hangars, since they are privately owned. It was noted Mr. Taylor had problems leasing the hangars either for private or commercial storage of aircraft, and therefore potentially leased to a non-aviation related business to keep revenue generated. The upcoming hangar inspections will divulge whether the hangars are in compliance with the lease agreement. As noted above, these are essentially private hangars in which two hangars are likely being used for commercial purposes and that one of these hangars is potentially being used for non-aviation related purposes.

There was also a general discussion about other non-aviation related businesses that operate in Airport facilities, such as the small engine repair business at the northwest corner and the nursery business at the southern end. The nursery business has been in operation for many years and the small engineer repair business was the only business desiring to lease this facility at the time when it was leased. These businesses generate income for the Airport.

**Ronald Hunt** desires to lease a hangar at the Airport. He questioned the Hangar List policy/procedures for private hangars rentals, as well as why non-aviation related commercial businesses are allowed in private hangars, such as the Taylor hangars when he may desire to lease such a hangar.

There was also the question asked about usage of the Port-A-Port twin hangars and whether applicants of a single engine aircraft should be allowed to rent these hangars. Currently, of the five existing hangars only two of them have multi-engine aircraft in them. Single engine applicants have been allowed to use these hangars due to the lack of rental by only multi-engine aircraft.

**Ronald Hunt** questioned about how this issue affects the Hangar List in terms of feasibility, fairness, and eligibility. If he is to relocate his business, he will need office space at some location.

**Commissioner Fowler** noted the potential scenario could exist for Mr. Hunt to lease a 50' by 50' hangar from Mr. Taylor for his business office and partition it such that he could house his airplane.

**Airport Manager Richey** agreed that this scenario could develop and it would not be prohibited in the lease agreement provided it is not problem with being aviation-related.

The Commission asked if Mr. Hunt were interested in constructing a Port-A-Port for his own use.

**Ronald Hunt** will review the economic feasibility of relocating his business to Ukiah, as well with housing his aircraft at the Airport.

The Commission discussed the current lease language and whether it should be amended to allow for non-aviation related commercial businesses.

It was the consensus of the Commission to continue with the current Lease language.

The Commission also discussed the matter about usage of the Port-A-Port twin hangars in terms of whether the current policy is fair and reasonable and how this could affect eligibility relevant to the Hangar List.

Staff supports that the current policy remain to avoid risking the possibility of having empty hangars.

The Commission discussed the element of allowing for a "gentleman's request" in certain circumstances with regard to the Hangar List.

It was the consensus of the Commission to revisit this matter and the Hangar List for further review and discussion relative to fairness and eligibility.

**Airport Manager Richey** stated there is funding in the Airport Budget for this fiscal year to look at the feasibility for the City to purchase a couple of Port-A-Port hangars.

**Commissioner Crane** supports the concept of saving for the construction of large hangars as a more economical approach long term.

**Vice Chair Deerwester** supports that the community and community-oriented agencies/organizations promote new businesses desiring to come to town, if possible.

**Airport Manager Richey** will contract City Economic Development Coordinator Ballek to see what he can do for Mr. Hunt and staff will research the feasibility of potentially constructing new Port-A-Port hangars for review by the Commission.

**5. REPORTS**  
**5A. Grant Updates**

**Airport Manager Richey** reported on the grants as follows:

- Grants # 6 and 7 are closed;
- Grants # 8 and 9 are open;

Staff is working with the grant writer for the design portion only of the Airport Storm Drain Improvement project grant. The application will be submitted to the FAA this month. The FAA has set a project cost limit in the approximate sum of two million that includes design and construction. The cost of the design portion is approximately \$200,000. As a result of the storm drain costs for design and construction, the CIP items anticipated for this fiscal year, as well as for next, will not be included in the grant appropriations as per the FAA.

### **5B. Airport Day Update**

**Vice Chair Deerwester** reported the proposed Airport Day scheduled for August 25, 2007 has been deferred to a date uncertain in 2008. As chair of the event, it was a difficult decision to make. She advised with her military commitments and lack of participation by the committee members there would not be sufficient time to successfully coordinate the various activities, secure sponsors and vendors, publicize/advertise, make sure all liability issues are covered, organize concessions, prepare a budget and all other planning-related functions that would have to be accomplished. She understands that while committee members are busy in their daily lives, to successfully plan for an Airport Day requires consistent participation by all members.

There was discussion about the benefit of using a template and review of documents/information from past Airport events to assist with the planning process. The Commission agreed that planning should begin now for the event to take place in 2008 so that the planning process runs smoothly and all relevant issues identified.

**Vice Chair Deerwester** recommended Airport Day scheduled for August 25, 2007 be postponed until next year and the Commission concurred.

## **6. DISCUSSION/ACTION**

### **6B. Airport Entrance Signs - Continued**

**Airport Manager Richey** stated per the Commission, staff contacted three contractors regarding the entrance signs where there was essentially only one response. The sign consultant recommends upgrades to the entrance signs to include the following:

- Update current monument sign to include address numbers for each tenant, color code text on tenant plaques to differentiate between north and south buildings, and update text to make more legible for quicker recognition when entering the Airport.
- Add/update all building addresses with identical number as large as 12 inches tall, possibly using light boxes for better visibility and incorporate a "universal" location on each building.
- Add/update directional signage within the Airport. Staff notes the main sign on the east side of the main office needs new lettering and the driveway on the south end towards hangars currently has no directional signage.

- Add identification numbers/letters to all hangars on the south end of Airport to include 24 inch lettering.
- Update parking lot identification signs, since they have deteriorated.
- Implement "Airport Sign Program" to maintain consistency of all future sign usage.

**Commissioner Fowler** stated signage at the Airport front entrances can not be too convoluted because of potential confusion to visitors.

The Commission concurred with the above-referenced sign improvement recommendations.

#### **5D. Airport Commission Application – Continued**

**Airport Manager Richey** stated the Commission at the last regular meeting requested a definition of "Greater Ukiah Area" with regard to the field of membership for a position on the Airport Commission.

The Chamber of Commerce provided a definition of 'Greater Ukiah Area' to read, "Ridge top to ridge top from east to west, and Hopland to Redwood Valley including Potter Valley, from south to north."

**Airport Manager Richey** noted the changes made by the Commission regarding the language on the Airport Commission application.

**Commissioner Winter** supports the Chamber of Commerce definition of 'Greater Ukiah Area' for pooling of applicants.

**Airport Manager Richey** stated the City Council will have to approve the recommended changes to the application pooling policy, as well as the language on the Commission application.

**ON A MOTION** by Commissioner Winter, seconded by Commission Crane, it was carried by an all AYE voice vote of the Commissioners present to recommend the City Council approve the proposed changes to the Airport Commission application as discussed/outlined on pages 5 and 6 of the March 6, 2007 minutes and approve the recommended Sphere of Influence field of membership change to reflect and include the definition of 'Greater Ukiah Area' as defined by the Ukiah Chambers of Commerce.

#### **5E. Hangar Site Feasibility & Improvements - Continued**

**Airport Manager Richey** referred to the Airport site layout plan showing the buildings and facilities locations for the purpose of discussing where new hangars could be constructed or existing hangars relocated.

The Airport Commission has recommended a potential hangar site in the general area west of the existing CDF base. There is also an area identified south of the bulk fuel storage facility that could accommodate a hangar provided a parallel taxiway is

constructed on the East side of the Airport. Staff favors eventually extending a taxiway along the eastern portion of the Airport.

The Commission discussed various potential hangar locations in terms of costs and feasibility relative to private and commercial uses, type, number, and size of hangars, and associated improvements/upgrades to the Airport infrastructure and/or other pertinent improvements that may be necessary to accommodate the hangars. There was also discussion about the eastern portion of the Airport and potential benefits to the Airport with construction and buildout of the AIP.

**Airport Manger Richey** reported there is approximately between \$60,000 and \$80,000 in the Airport Capital Account including \$20,000 in this year's budget available for hangar development. The Commission could recommend another \$30,000 be set a side in this year's budget for hangar development.

There was a brief discussion concerning the element and potential advantage of financing new hangar construction either all or a portion of the cost versus paying outright.

**Commissioner Crane** recommends saving money for larger and higher quality hangars because permanent facilities are of higher quality, lower ownership costs, facilitate more intensive use, and are in highest demand.

**Chair Beard** commented on the element of development and stated the only place for the Airport to go in terms of development is to the south where runway extensions are possible.

The element of property acquisition of parcels is also an option at the south end of the Airport to allow for additional development opportunities.

The Commission inquired if money in the Asset Acquisition account at the City is earning interest.

Staff will research this matter.

**Airport Manager Richey** asked the Commission to consider what to do about the money budgeted in the Airport Capital Account .

## **7. COMMISSIONER COMMENTS**

Commissioner Crane is a member of the Mendocino County Airport Land Use Commission.

There was a brief discussion about the Airport Compatibility Zones and recent rulings concerning certain development projects made by the Mendocino County Airport Land Use Commission in this regard.

## **8. STAFF COMMENTS**

**Airport Manger Richey** advised the SmartCode/Form-Based Zoning project charette relative to the Downtown area and Perkins Street corridor is taking place from April 2 through 7.

**Airport Manager Richey** stated interviews for the part-time Airport Ground Maintenance attendant will take place next Thursday and asked if any of the Commissioners would be willing to sit on the interview panel.

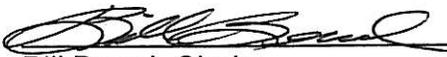
**Airport Manager Richey** stated the former lumberyard facility is being refurbished in-house for future rental purposes.

## **9. AGENDA ITEMS FOR NEXT REGULAR MEETING**

1. Further discussion of Hangar List
2. Grant Update
3. Compass Rose
4. Budget and Airport Capital Account
5. Hangar Development particularly further discussion of Twin hangars and allowing of single-engine aircraft and potential integration into an Airport policy.

## **10. ADJOURNMENT**

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

  
Bill Beard, Chair

  
Cathy Elawadly, Recording Secretary