

UKIAH REGIONAL AIRPORT COMMISSION
June 5, 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

COMMISSIONERS ABSENT

None

OTHERS PRESENT

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.

3. **APPROVAL OF MINUTES – May 1, 2007**

Commissioners Crane and Deerwester recommended changes to the May 1, 2007 minutes.

M/S Crane/Deerwester to approve the May 1, 2007 minutes, as amended. Motion carried by an all AYE voice vote of Commissioners present.

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

None.

5. **REPORTS**

5A. **Grant Updates**

Airport Manager Richey reported no change in the status of the grants from last month. Staff submitted FAA grant application No. 10 for the design and engineering portion of the storm drain improvements and the FAA has confirmed the request. Staff anticipates approval by July.

5B. **Airport Customer Service**

Airport Manager Richey referred to the 'AirNav.com' website, and noted the comments concerning service at the Airport were very positive and helpful.

Commissioner Deerwester addressed the comment from Mitch Stone and inquired about Hertz rental car days of operation.

Airport Manager Richey stated both Hertz and Enterprise car rental agencies are not open on Sunday.

5C. **Airport Taxiway Striping**

Airport Manager Richey reported City Council recently approved a contract for Safety Striping to complete striping in other areas of the City, as well as to strip the Airport taxiway centerline. The City Public Works Department had already prepared a contract for striping of City streets so the

striping job at the Airport was added as an associated cost savings as opposed to being budgeted as a stand alone project.

5D. Maintenance Seminar

Airport Manager Richey reported the Ukiah Airport will sponsor a FAA Maintenance Seminar in the Airport lobby on June 7, 2007, and he invited the Commissioners to attend.

6. DISCUSSION/ACTION

6A. Airport Commission Minutes

The Commission discussed the recent City Council decision that all Commission, Board, and Committee minutes are to be action only or summary-oriented.

There was a brief Commission discussion about the revised minute format and corresponding contents as it relates to the Commission's concern regarding the importance of capturing the overall intent of discussions while being abbreviated.

The Commission asked the minutes reflect that Recording Secretary Elawadly has done a great job of condensing the minutes while accurately/effectively capturing the tone of topic discussions/actions as a matter of public record.

6B. Review of Calstar Lease and DHL Lease

Airport Manager Richey stated the Commissioners can review the lease agreements if they so desire.

Airport Manager Richey reported as follows:

- The DHL lease is for a 3-year term and expires in 04-08. The mobile office building that is the property of DHL will revert back to City ownership for lease when the DHL lease expires. A larger site and probably a larger building are needed for DHL to function more efficiently.
- DHL desires to relocate and staff recommends the former lumberyard site on the northeast corner of the Airport.
- The lease will expire before the Airport is ready for DHL to relocate to the new site because a taxiway stub connector is necessary, as well as other work projects.
- Staff recommends DHL enter into an interim lease or lease extension until the former lumberyard site is ready. The lease negotiations would pertain to the permanent lease.

There was a brief discussion concerning the application of CPI increases (not to exceed three percent) for the various lease agreements. Staff explained that all annual CPI increases will become effective July 1.

- The Calstar lease is a five-year lease and expires in 05-08.
- The existing location of Calstar is not a feasible site for the type of operation where alternative sites will be considered.
- The Airport provides fuel for Calstar, but does not dispense it.

6C. Commission Field of Membership

Airport Manager Richey reported this agenda item involves two elements that include recommended changes to the Airport Commission application and field of membership. The City Attorney is in the process of reviewing the documents. He recommends Commission representation when this item is presented for review and action by City Council.

The Commission made no further modifications to the Airport Commission application.

Commissioner Deerwester inquired whether the Chamber of Commerce is looking to change or expand their definition of Sphere of Influence.

Airport Manager Richey stated "no."

It was the consensus of the Commission in past discussions concerning the field of membership that Commission members may reside outside the City but within the 'Greater Ukiah area' as defined by the Ukiah Chamber of Commerce, which is Hopland to the south, Redwood Valley to the north, including Potter Valley to the east, and from ridge top to ridge top.

The Commission agreed that a wider field of membership was necessary in which to draw from the pool of applicants.

The Commission was concerned that applying the Chamber of Commerce definition of Sphere of Influence to the field of membership would mean that any future changes made by the Chamber of Commerce would also change the field of membership definition.

Commissioner Crane favored substituting language to *specifically* define the 'Greater Ukiah area' as it relates to the field of membership to include the areas of Hopland, Redwood Valley, including Potter Valley, and from ridge top to ridge top.

M/S Crane/Winter to recommend to the City Council that two Airport Commissioners may reside outside the City limits, but within the Sphere of Influence defined as the areas of Hopland, Redwood Valley, including Potter Valley and from ridge top to ridge top.

6D. Airport Beacon Property

Airport Manager Richey stated the Commission requested staff conduct a title search regarding ownership of the property where the beacon is situated. Title indicates that the heirs of Larkin Younce own this property. The City has an access lease for use of the roadway to the Beacon and to own and operate the Beacon. In the original 1949 lease agreement, the City agreed to Quit Claim any improvements made to the property owner. However, staff was unable to find any information regarding Quit Claim deeds executed. The existing lease agreement is access purposes rather than an equipment lease.

6E. Airport Security

Airport Manager Richey addressed the matter of Airport security and noted there have been three rather recent incidents involving vandalism to aircraft, hangars, and private property at the Airport. He acknowledged the need to implement security precautionary measures at the Airport and it is likely more measures will have to be implemented in the future. It may be necessary to have an expert evaluate the matter of maintaining security at the Airport.

The Commission recommended consideration be given to the following security precautionary measures/deterrents at this point:

- Install motion detector lights to open hangars.
- Increase Ukiah Police Department patrols at Airport.
- Park a 'trade-in' police cruiser in the parking lot.
- Fence more areas on the Airport, particularly hangar areas.
- Install adequate lock systems on all Airport gates.
- Install security lights on buildings.

- Possibly installing screens on the entrance of storm drains to the Airport.

Commissioner Fowler commented on the element of safety and past fueling problems. He stated making sure staff is fully trained and well educated regarding the fueling of aircraft is of very high priority.

The Commission and staff discussed the fueling of aircraft and the precautionary measures used to ensure the correct fuel is used and this includes understanding of fueling nozzles. The Commission recommended further measures such as requiring the pilots to sign their name on the fuel log-out form where the intent is to establish a very thorough check and balance system/program.

7. COMMISSIONER COMMENTS

Commissioner Deerwester thanked Airport Manager Richey for the tour of the Airport. She recommended agendaing for later Commission discussion about future plans for areas on the Airport from a broader perspective.

Airport Manager Richey suggested review of the Airport Land Use Plan periodically, as well as Commission tours to talk about future plans and development, including matters that relate to the Airport Land Use Plan, such as the relocation of Calstar and new CDF base.

Commissioner Crane recommended staff research the feasibility for installing solar systems at the Airport to offset energy costs and report back to the Commission. He noted the need to clean out storm/sewer drain pipes.

Airport Manager Richey will consult with Public Works Department in this regard.

Commissioner Fowler inquired regarding the timeframe regarding the application process for his seat on the Commission.

Airport Manager Richey stated the application process and Council approval will not likely begin until July whereby Commissioner Fowler would remain on the Commission until his replacement is seated.

There was a brief discussion concerning necessary building maintenance and repairs at the Airport.

8. STAFF COMMENTS

Airport Manager Richey queried the Commissioners whether they desire to cancel the July 3, 2007, in observance of the July 4 holiday.

It was the consensus of the Commission to change the regular July 3 meeting to July 17, 2007.

Airport Manager Richey provided a budget update as follows:

- The City Manager agreed to allow the sum of \$30,000 to go into the Asset Allocation fund. The Commission can recommend how the money can be utilized.
- The transportation costs were not added to the purchase price of fuel whereby the expenses were understated. Therefore, other anticipated budgeted expenses were pulled from the Airport Buildings and Grounds budget to include fencing issues at the south end and northeast corner of the Airport and one other expense item.

9. AGENDA ITEMS FOR NEXT REGULAR MEETING

Commissioner Crane referred to a letter from Developer Gary Akerstrom requesting a discussion and possible action about extending Airport Road through to the south end of the Airport and utilizing the URA to facilitate acquisition of property in the Airport Approach Clear Zone at the next regular Commission meeting.

1. Grant updates
2. Discussion about possible access at the southern end of the Airport and property acquisition at the request of Gary Akerstrom.
3. Airport security
4. Discussion about the feasibility of installing solar panels.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 8:42 p.m.


Bill Beard, Chair


Cathy Elawadly, Recording Secretary