

UKIAH REGIONAL AIRPORT COMMISSION
September 4, 2007
Minutes

COMMISSIONERS PRESENT

Dottie Deerwester, Acting Chair
Eric Crane
Ken Fowler
Ben Winter

STAFF PRESENT

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

COMMISSIONERS ABSENT

Bill Beard

OTHERS PRESENT

None

The Airport Commission meeting was called to order by Acting Chair Deerwester 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- Eric Crane led the pledge of allegiance.

Airport Manager Richey reported Bill Beard has an excused absence.

3. APPROVAL OF MINUTES – July 17, 2007 and July 30, 2007

M/S Crane/Winter to approve the July 17, 2007 and July 30, 2007 minutes, as submitted. Motion carried by an all AYE voice vote of Commissioners present.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None.

5. INTRODUCTION OF NEW EMPLOYEES

Airport Assistant Ronk introduced new employees, Bob Walsh (permanent, part-time, 20-hours) and Dave Brown (permanent, part-time, 20-hours).

6. ELECTION OF OFFICERS

M/S Crane/Winter to defer election of officers until City Council appoints a Commissioner and he/she is seated.

7. REPORTS

7A. Grant Updates

Airport Manager Richey reported the City Council recently accepted the grant offer from the FAA in the sum of \$195,000 for the engineering portion of the storm drain improvement project. A RFQ has been prepared and reviewed by the City Engineering Department and the City Clerk's office is in the process of mailing.

7B. Hangar Inspection Update – Fowler

Airport Manager Richey advised that hangar inspections for City-owned hangars will be held this month and any tenant not in compliance with Airport hangar policy has 30 days to be in compliance or staff will begin the eviction process. Notification of the inspections will be included in the September hangar billing statement.

Airport Manager Richey stated during the hangar inspections, staff will be looking at the matter of airworthy aircraft, safety precautions relative to potential fire hazards, whether the current

certificate of insurance lists the City of Ukiah as additional insured, if aircraft is leased, lessee is listed on the insurance policy as named insured pilot, degree of progress for project/kit aircraft since last inspection, and review whether hangar renter owns or leases the aircraft housed in the hangar.

There was discussion about City-owned hangars and the privately-owned Taylor hangars, including existing non-airport related land uses as they relate to lease policy, general Airport policy, and enforcement of the Hangar List Procedures & Eligibility Requirements highlighted as follows:

- Hangars are not storage units.
- Having airworthy Aircraft benefit the Airport, airport-related businesses on the Airport, and local pilot community, as well as provides for a healthy airport.
- Staff supports allowing items to be stored in hangars, provided the hangar has an airworthy aircraft in it and there is no threat of fire hazard.
- The hangar lease agreement requires aircraft in one piece have a current certificate of insurance listing the City of Ukiah as additionally insured. Also, the hangar lease agreement requires the lessee own or lease an aircraft and if leased, lessee of aircraft.
- The Hangar Eligibility Requirements require aircraft to be airworthy, as defined by staff and the Commission.
- There is no current policy/provision that prevents a person from renting a hangar without being a pilot, purchasing a plane for someone else to pilot or, lease an aircraft from another party.
- According to the Hangar List Procedures No.9, "Aircraft must be airworthy (lawful to fly) within 12 months after the lease is signed, or 12 months after implementation of these requirements. It is acknowledged that kit/homebuilt aircraft or an aircraft involved in an aircraft accident require many hours to complete/repair and may be in conflict with this requirement. The Airport Manager will be responsible for overseeing a timely completion of these projects."

Commissioner Crane noted the galvanizing on the Pasco hangars is wearing away in which repairs are necessary.

Commissioner Crane addressed the matter of the Taylor hangars wherein some are being used essentially for storage purposes rather than for an aviation-related use.

Acting Chair Deerwester drew attention to another case where the potential use of the hangar would be for storage purposes rather than for aviation-related purposes. In her opinion, the rental of hangars should be consistent with the Hangar Policy with regard to use.

Airport Manager Richey advised the Taylor hangars are not City-owned and the associated lease agreement is third party. The City does not deal directly with the tenants. As far as the issue of hangars being used for aviation-related purposes, the City does lease buildings for non-aviation related purposes. It may be that Mr. Taylor has to allow non aviation-related uses in his hangars to keep revenue flowing, if there is no aviation-related interest.

The issue of allowing non aviation-related uses in hangars or in other structures as tenants was discussed, as well as the fact that if the City owns the property, the City has the authority to enforce a policy that all hangar use must be aviation-related. Non-aviation related uses have been allowed in instances in order to keep income flowing when no aviation-related interest for the rental of a facility has been expressed. The same circumstance likely exists for the Taylor hangars

as a business practice in order to keep income generated. The question is whether or not this is acceptable in connection with Airport hangar policy.

It was noted Airport policy has been that facility/hangar leases must be aviation-related first and if no such interest is expressed, then a non-aviation-related business would be allowed.

While the land lease agreement states the use should be for aviation-related purposes, language specific to such uses is not provided.

It was the consensus of the Commission for staff to contact Mr. Taylor regarding hangar usage with verification that the hangars are being used for aviation-related purposes. Staff will send a follow-up letter to Mr. Taylor reminding him of the lease agreement requirements.

Commissioner Crane supports that the Taylor hangars are inspected for compliance with Hangar policy.

Commissioner Winter commented the Commission/staff is responsible for making sure lessees meet the lease agreement of the land, which is aviation.

8. DISCUSSION/ACTION

8A. Airport Commission Application

Airport Manager Richey advised that Commissioner Deerwester has been appointed by City Council for another term. The remaining vacancy has yet to be filled. The City Council deferred the appointment until the issue of Sphere of Influence has been better defined/resolved. Also, it appears the City Code must be changed in the event the definition for field of membership and/or area from which the pool of applicants can be drawn is changed. City Council supports the concept that potential appointees from the pool of applicants for Commissions/Committees/Boards residing out of the City Limits can be drawn from anywhere in Mendocino County.

It was the consensus of the Commission in past discussions concerning the field of membership that two Commission members may reside outside the City Limits, but within the 'Greater Ukiah area' as defined by the 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. On a motion, the Commission recommended this to the City Council.

City Council requested Commissioner Fowler retain his seat on the Commission until his vacancy can be filled within the next few months.

Commissioner Winter referred to 'Airport Commission Application Instructions,' and pointed out the document does state, "The Ukiah Code requires that three Airport Commissions reside inside the City Limits and two may reside within Mendocino County." He inquired regarding the definition of 'Mendocino County.'

Airport Manager Richey stated Council took action a while ago whereby all Commission and Board members with exception of the Planning Commission require that three members must reside inside the City Limits and two may reside within Mendocino County.

Airport Manager Richey advised that at tomorrow night's regular City Council meeting there is an agenda item to consider an ordinance to change the residency requirements of Boards and Commissions. The ordinance can be introduced at tomorrow night's meeting whereby it takes 30 days for it to be adopted.

Airport Manager Richey asked that the Commission make comments/recommendations regarding the "draft" Airport Commission Application Instructions.

Commissioner Crane addressed the issue of members appointed from within Mendocino County and stated if, for instance, a very qualified applicant happens to reside in Fort Bragg, this could benefit the Commission. He noted, too, the Airport Commission was given the authority to review each applicant and make a recommendation to Council so the Commission's recommendation should have some bearing.

There was a lengthy discussion concerning potential negative repercussions by allowing two possible members to be pooled from anywhere within the boundaries of Mendocino County.

Commissioner Fowler commented the two applicants residing outside of the City Limits having an interest in serving as a Commissioner would likely live in the general vicinity of the Ukiah Regional Airport such as Hopland, Redwood Valley, Calpella, and/or Potter Valley as opposed to any area in Mendocino County. He added there are many qualified persons in this area that can serve on the Commission.

Acting Chair Deerwester favors the original motion to accept the Chamber of Commerce definition of Sphere of Influence and further favors asking the Chamber of Commerce for their support in this regard.

Airport Manager Richey stated staff can produce the information and/or related documents about the Sphere of Influence as defined by the Chamber of Commerce including the minutes from the Airport Commission when the Commission unanimously supported this definition with a motion and recommendation to City Council. It may be necessary to craft a letter to Council explaining the work the Commission has done concerning the Sphere of Influence and field of membership and recommend additional discussion.

Commissioner Winter commented the Sphere of Influence as defined by the Chamber of Commerce is more simplified than Council's decision of extending the Sphere of Influence to include all areas of Mendocino County.

Commissioner Crane supports City Council allowing for a change in policy relevant to the field of membership and accept residency as the Sphere of Influence definition used by the Chamber of Commerce.

It was the consensus of the Commissioners present to ask Commissioner Deerwester to prepare a letter to City Council recommending the field of membership extend within the Sphere of Influence, as defined by the Chamber of Commerce.

Airport Manager Richey noted while applicant Susan Jordan resides in Redwood Valley, her residential address is out of the Sphere of Influence jurisdiction and therefore, would not be eligible.

Commissioner Crane commented this may be the reason the Council favors the field of membership extend to all areas of Mendocino County.

There was discussion whether the areas within the Sphere of Influence (Redwood Valley, Hopland, Talmage, Potter Valley, and Calpella) should include street addresses for clarification purposes.

Commissioner Winter supports the Sphere of Influence reflect a specific street address for the areas within the Sphere of Influence that include Redwood Valley, Hopland, Talmage, Potter Valley and/or Calpella, as the recommended Sphere of Influence rather than the definition used by the Chamber of Commerce and take to Council for consideration.

It was the consensus of the Commission to accept this recommendation and take to Council.

8B. Airport Land Use/Future Development

Acting Chair Deerwester drew attention to Ukiah Municipal Airport Building Area & Land Use Plan Development Guidelines and noted the 'footer' indicates the document is a draft. She recommended this be corrected.

M/S Crane/Winter to defer discussion concerning the above-referenced agenda item until the next regular meeting.

8C. Airport Staffing – Deerwester

Airport Manager Richey referred to a copy of the staffing levels from the FY2007-08 budget. The Airport Department has a total of seven employees. Staff discussed making one of the part time positions full time within the next five years.

The Commission discussed combining two of the half time (20 hour) positions and making it full time that would involve airport maintenance and grounds maintenance. These positions are currently part-time/half-time 1,000 hours or less in one case. Airport staff also includes part-time seasonal positions.

The Commission desires to be a part of the Airport staffing decision-making process in the future.

9. COMMISSIONER COMMENTS

None.

10. STAFF COMMENTS

Airport Manager Richey asked for one or two Commissioners to volunteer to sit on the interview panel for a part-time position at the Airport on September 17, 2007.

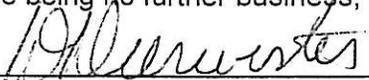
11. AGENDA ITEMS FOR NEXT REGULAR MEETING

The Commission recommended reversing the order of agenda items so that 'discussion/action' items are considered before 'reports.'

1. Grant updates
2. Airport Land Use/Future Development
3. Update on status of Taylor Hangar Project relative to letter from staff
4. Continued discussion relative to the Airport Commission Application
5. Outcome of City-hangar inspections

12. **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:11p.m.



Dottie Deerwester, Vice Chair



Cathy Elawadly, Recording Secretary