

**UKIAH REGIONAL AIRPORT COMMISSION**  
**November 3, 2009**  
**Minutes**

**COMMISSIONERS PRESENT**

Dottie Deerwester, Chair  
Eric Crane, Vice Chair  
Don Albright  
Jeff Sloan  
Carl Steinmann

**STAFF PRESENT**

Greg Owen, Airport Manager  
Ken Ronk, Airport Assistant  
Cathy Elawadly, Recording Secretary

**COMMISSIONERS ABSENT**

None

**OTHERS PRESENT**

Daryl Hudson  
John Eisenzopf

**1. CALL TO ORDER**

The Airport Commission meeting was called to order by 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**- Everyone recited the pledge of allegiance.

**3. APPROVAL OF MINUTES** – October 6, 2009

Page 9, 'Commissioner Whetzel' speaking should read 'Mike Whetzel.'

**Commissioner Crane** recommended not using the term 'staff' and actually use staff's name.

**M/S Crane/Steinmann** to approve October 6, 2009 minutes, as amended. Motion carried (5).

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

None.

There was a brief discussion concerning a change in the agenda format to include 'NEW BUSINESS' and 'OLD BUSINESS' categories. The intent is to be able to better track Airport agenda items and whether the item should continue to be under new business or moved to old business.

**5. NEW BUSINESS DISCUSSION/ACTION**

**5A. Airport Business Plan**

**Airport Manager Owen:**

- The intent is to develop a business plan, for the purpose of recruiting business to the Airport.
- The City Manager encourages the Airport to have a business plan, particularly as a way to look at Airport needs for future growth/development.
- Has informally discussed the process of how to go about marketing the airport with a consultant. The Airport is not in a position at present to start initiating the process for hiring a consultant to prepare a business plan. This information would be provided to future Airport developers/investors.
- While the Airport has some valuable regulatory and policy documents, the Airport Master Plan is outdated and the Airport Land Use Plan needs to be revised.
- The Airport Master Plan was formulated in 1996; Comparatively, the Airport Land Use Plan is not very old and was formulated in 2004.
- It would be very costly to update the Airport Master Plan.
- The Airport does have a fund balance that could pay for a formal business plan.

1 **Commission Comments:**

- 2 • To begin the process of formulating a business plan requires research and working with the  
3 Airport Land Use Plan, the Airport Master Plan and other policy/guideline documents for  
4 informational purposes concerning future development and highest and best use of the land.  
5 • Would the Airport out of its budget want to pay the cost of an Airport Business Plan that might  
6 not be used that often? The Airport Master Plan was a very expensive document to create. A  
7 lot of time was invested in the creation of the Airport Land Use Plan.  
8 • As an Enterprise Fund, it is a good idea to treat a business as a business and to have a  
9 business plan in place.  
10 • The Airport is not ready to put together a business plan.  
11 • It would be a good idea to begin looking at the Airport Master Plan and Airport Land Use Plan  
12 and come up with a strategy concerning the preparation of a business plan.

13  
14 **Airport Manager Owen:**

- 15 • The FAA typically uses an ALP and/or Airport Land Use Plan narratives rather than the  
16 Airport Master Plan to make decisions about the types of projects to be funded. The Airport  
17 Master Plan requires special review, which includes CEQA.  
18 • The Airport Land Use Plan:  
19 1. Narrative does not require special review;  
20 2. Is like updating the Airport Master Plan;  
21 3. Can be updated when necessary.  
22 • It may be the FAA is not formulating as many Airport Master Plans to save money, including  
23 the cost of updating them.  
24 • In terms of the Ukiah Regional Airport Master Plan, much of the plans and policies/goals  
25 have been completed and/or already implemented.  
26 • The Airport Master Plan does not provide 'straight' direction for program work, but rather  
27 ideas for upcoming projects and different tasks from the FAA's perspective rather than what  
28 the community may want to see.  
29 • The initial strategy should be to revise the Airport Land Use Plan since some sections are  
30 ambiguous and need to be clarified, such as those related to uses, permitted or allowed for  
31 the various use designations.  
32 • Updating the land use document would likely provide most of the information necessary for a  
33 business plan.  
34 • FAA funding may be available for document updates.

35  
36 **Commission consensus:**

- 37 • A good place to start would be to review the Airport Land Use Plan to ensure policy  
38 consistencies with program objectives/goals/policy implementation measures/tasks and to  
39 provide for better clarity as a useful operating document.  
40 • Hold special public meetings to begin review of the Airport Land Use Plan and possibly the  
41 Airport Master Plan and propose changes/revisions. The Airport tenants should be notified.  
42 First meeting will be Tuesday, December 8, 2009.

43  
44 **5B. New Hangar Construction**

45 **Airport Manager Owen:**

- 46 • Commission has expressed interest in new hangar construction.  
47 • Recommended adding 'replacement of hangars' to the discussion.  
48 • Replacement of hangars may be the better approach. The port-a-port hangars are in poor  
49 condition.  
50 • The budget item related to 'hangar construction' has no money for this purpose. The Airport  
51 does have a fund balance wherein a portion of this money was moved into a different  
52 expense line item.

53  
54 **Commission comments/questions:**

- 55 • Can the Airport start a savings account for new hangar construction?

1 **Airport Manager Owen:**

- 2 • Money can be budgeted for this purpose and tracked, but the Airport cannot open a savings
- 3 account for the specific purpose of putting money away for new hangar construction. The City
- 4 has control over/oversees the financial operation of the Airport.
- 5 • The Airport Fund Balance (revenue less expenses) fluctuates due to fuel pricing, purchases
- 6 and sales.
- 7 • Is the Commission interested in looking at hangar replacement as part of the Airport
- 8 Maintenance Plan? A subcommittee could be created to begin looking into the possibility.
- 9 The subcommittee could find out what new hangars cost, list the type of hangar by need and
- 10 discuss creative ways to finance the cost.
- 11 • All hangars are presently rented. There is a waiting list for the Port-A-Ports and Pasco with
- 12 greatest interest for Pasco.
- 13 • The City does not have the money available for construction of new hangars at this time.

14 **Commission comments:**

- 15 • Most of the hangars are not well laid out and do not demonstrate effective use of land. There
- 16 is a lot of valuable/underutilized wasted space.
- 17 • It may be a walking tour is necessary to discuss placement of hangars.
- 18 • Prior to considering the purchase or replacement of hangars, it would be beneficial to look at
- 19 the present configuration of the hangars and determine whether this is where they should be
- 20 located.
- 21 • Establish a plan concerning possible new construction and/or replacement by evaluating the
- 22 hangars as to location and individually as to condition and formulate a list.
- 23 • Many of the hangars are in very poor or poor condition.
- 24 • With the understanding the Airport does not have money to completely replace and construct
- 25 new hangars, maintenance should be performed. There was discussion concerning
- 26 maintenance tactics and/or materials to prolong the life of hangars that are in need of repair.
- 27 • It is important for tenants to be able to store their aircraft and/or operate a business in
- 28 hangars that are in good condition.
- 29 • It is also important to maintain hangars at the Airport from a marketing perspective.
- 30 • One option would be an Airport tenant could secure a ground lease and replace an existing
- 31 hangar that may be in poor condition with a new hangar that he/she purchased.

32  
33  
34 **Airport Manager Owen** stated the Airport has a new building/grounds maintenance person who is  
35 working hard to get repairs done. He has formulated a list of repairs. While the maintenance person is  
36 qualified to address most maintenance issues, he is not a qualified expert on the preservation of  
37 hangars that are made of tin. It is for this reason that an evaluation needs to be accomplished for  
38 each hangar in terms of the nature of the repair.

39  
40 **Commission Consensus:**

- 41 • Obtain from staff a list of the hangars and categorize them according to their condition in
- 42 order to assist with establishing a plan concerning repair, possible replacement and/or
- 43 construction of new hangars, as well as assess what measures can be taken for hangars
- 44 that are in poor condition.
- 45 • The Airport Maintenance Plan should list the hangars that will be repaired by staff and
- 46 identify the repair to be completed.
- 47 • As a larger vision of the Airport in terms of future planning and marketing, it would be
- 48 beneficial to map out where hangars could be located to more effectively maximize use of
- 49 space. The current layout for hangars was not carefully planned to appropriately use space
- 50 and plan for future change and development.

51  
52 **Airport Manager Owen:**

- 53 • As staff conducts hangar inspections for compliance with the Airport Hangar and Procedures
- 54 List, they can document the condition of the hangars and list the type of repairs.
- 55 • Tenants report problems/issues with hangars to staff.

1  
2 **Commissioner Crane** volunteered to help staff assess the condition of the hangars.

3  
4 **Airport Assistant Ronk:** The Business Plan could include language concerning relocating hangars,  
5 if possible, to effectively maximize use of space.

6  
7 There was a general discussion concerning various hangar designs and associated costs. The design  
8 concept of the existing Taylor Hangars were used for comparison purposes.

9  
10 **5C. Airport Maintenance Plan**

11 **Airport Manager Owen:** The Airport Maintenance Plan concentrates on maintenance items around  
12 the Airport. The grounds/building maintenance person has formulated a list of repairs. Lighting repairs  
13 have been made at the Airport and to the Beacon. Encourages the Commission and Airport users to  
14 report items that need to be repaired at the Airport.

15  
16 **Chair Deerwester:** A report on the Airport Maintenance Plan should include a tangible list of items.

17  
18 **6. OLD BUSINESS**

19 **6A. ACIP 2009**

20 **Airport Manager Owen** referred to the ACIP Data Sheet and commented:

- 21
- 22 • The FAA indicated today that grant funding for the construction of projects would not  
23 likely be available until fiscal year 2015. Construction money will be targeted for primary  
24 airports.  
25 -The Airport will continue to receive Entitlement money (\$150,000) that occurs annually.  
26 -This would be the time to complete design work for improvement projects.  
27 -There may be FAA grant funding available to complete a runway rehabilitation project  
28 and/or runway overlay. FAA is responsive to making runway improvements.
  - 29 • The FAA decides what projects they will fund from the ACIP list. Because a project is  
30 listed on the ACIP does not necessarily mean the project will be considered for funding.  
31 The FAA can move airport improvement items around so just because one item is listed  
32 first on the ACIP is not a guarantee the project will be completed in this order or that  
33 funding will even be available for a particular project.
  - 34 • Since the Airport received \$500,000 in grant funding for the storm drain improvements,  
35 there may be no funding available for a while because other airports need funding  
36 assistance.
  - 37 • A funding request has been submitted to the FAA for the design of a taxiway connector  
38 for the northeast corner and runway overlay and other items on the ACIP. The FAA will  
39 make a determination about what will be funded.
  - 40 • The storm drain improvement project grant is in progress and the project is approximately  
41 75% complete.

42  
43 **Commissioner Comments/Questions:**

- 44
- 45 • Grant 3-08-268-09 2006, Phase 2 Final reimbursement request was sent. Close out  
46 requested 11-5-07. Should this read: 11-5-08?

47 **Airport Manager Owen** - These are notes and sometimes need to be updated. 'Close out requested  
48 11-5-07' represents when this particular project was closed-out and/or the money was asked for.

49  
50 The Commission questioned some of the categories on the ACIP Data Sheet and the information  
51 provided and some of these categories include: the project schedule, detail project description,  
52 environmental statues, and open funded projects.

53  
54 **Airport Manager Owen** – The data represented in the aforementioned categories are the Airport's  
55 plan for projects. The FAA makes the decisions about items to be funded and when. The intent at this

1 juncture is to complete as many design aspects for improvement project as possible since the FAA  
2 will make funding considerations about 'design' rather than for 'construction' purposes.

3 The Commission inquired whether the project description category items are listed in priority?

- 4 1. Reconstruct storm drain system phase II construction.
- 5 2. Design Taxiway connector to N.E. corner; - 200 foot stopway at South End, Inc,  
6 Environmental review; runway overlay.
- 7 3. Construction CDF Apron.

8  
9 **Airport Manager Owen** - The items are not in order of priority. The FAA prioritizes them relative to  
10 funding availability.

11  
12 **Commissioner Crane:**

13 Will the FAA fund for hangars?

14  
15 **Airport Manager Owen** – Funding for hangars can be on the ACIP, but it would be a low priority.

16  
17 **Airport Assistant Ronk** added the FAA allows funding for construction of new hangars and other  
18 improvements listed on the ACIP, but higher priority item improvements such as runways, taxiway  
19 connectors and the like must be in good working condition before asking for funding improvements of  
20 lesser importance, such as for hangars development. The FAA does not want airports to come back  
21 the next funding cycle to ask for funding for runway/taxiway/apron improvements after asking for  
22 funding for hangars first.

23  
24 There was a discussion about the condition of the runway and the most cost effective approach for  
25 repair.

26  
27 **Airport Manager Owen** indicated a design consultant would be able to make a determination  
28 regarding runway/taxiway improvements.

29  
30 **Airport Manager Owen** commented on other items on the ACIP:

- 31 • 'Construction of CDF apron' was included on the ACIP. A CDF apron is needed to enhance  
32 safety and improve firefighting capabilities. The Airport may be responsible for at least a 10%  
33 match. The State is not contributing to matching funds for projects at this time.

34  
35 **John Eisenzopf** commented since the Airport does not have a 'shovel ready' project, the  
36 construction of the CDF apron is probably the closest to it. This area also has the potential for a  
37 helicopter pad and/or potential for hangar development.

38  
39 **Chair Deerwester** – A business plan would address best and highest use for areas.

40  
41 **Airport Manager Owen** has met with the City Manager about the City Corporation Yard that operates  
42 on Airport land in terms of potential and future development in this area.

43  
44 **6B. Airport Day – Planning**

45 **Airport Manager Owen:** Planning for Airport Day has begun and the committee will continue to meet  
46 regularly. Airport Day will be Saturday, June 5, 2009. The plan is to expand the number of activities  
47 from past years to provide for an event that the community will attend and highly enjoy, including a  
48 hangar party the night before.

49  
50 **Chair Deerwester** requested minutes be taken at the committee meetings so she and other  
51 interested persons can be informed of the progress being made.

52  
53 **Airport Manager Owen** encourages people to participate in the planning process and attend the  
54 committee meetings.

55  
56 **6C. Airport Self-Fueling Ordinance/Fuel Resolution – Copy of Adopted Ordinance**

1 **Airport Manager Owen:**

- 2 • The subcommittee met to finalize the draft Airport Self-Fueling Ordinance and Fuel  
3 Resolution.  
4 • Fuel prices are set by City Resolution.  
5 • The purpose of the Self-Fueling Ordinance is to be able to regulate and provide for a  
6 permitting process for persons who bring in off-airport fuel.  
7 • A Resolution is necessary as part of the Ordinance.  
8 -While CALSTAR purchases fuel directly from the Airport's bulk fueling tank, there  
9 has never been an established/set price for this to occur.  
10 -All fuel prices at the Airport are set in some form by City Council.  
11 -It is necessary to set a fuel price when fuel is purchased directly from the bulk fuel  
12 tank at the Airport and this can be done by City Resolution.  
13 -The price for the purchase of fuel directly from the bulk fuel tank is \$.50 per gallon to  
14 increase \$.25 annually for four years until it reaches \$1.50 per gallon over cost when  
15 the yearly CPI takes effect thereafter.  
16 • The Resolution will also contain a corkage fee; Persons who bring in off-airport fuel will  
17 pay \$.25 per gallon to pump the fuel. In this regard, it may be easier for persons to  
18 purchase directly from the Airport.  
19 • Establishing a fuel price for the purchase of bulk fuel from the Airport storage tank makes  
20 it fair/reasonable for every Airport user that purchases fuel in bulk.  
21 • City Council will review the Airport Self-Fueling Ordinance and Fuel Resolution as two  
22 separate items even though both documents are correlated.  
23

24 There was discussion concerning the matter of selling retail fuel at the Airport; The Airport has  
25 rules/policies about selling retail fuel.  
26

27 There is a provision in the Ordinance that states the Airport has the ability to sell or not to sell fuel.  
28 Staff makes a determination about how much fuel should be kept in reserve, depending upon the  
29 season and demand and cost of fuel.  
30

31 **Commissioner Crane** commented on the importance of establishing a timeframe for Council to  
32 review the Fuel Resolution for possible update and the Self-Fueling Ordinance for changes.  
33

34 **6D. Budget Status/Update**

35 **Airport Manager Owen:**

- 36 • Referred to the quarterly fuel sales chart (July –October 26) comparing sales from 2005 to  
37 2009 for JET A and Avgas.  
38 • Referred to the Airport revenue/expenditure budget and stated for the second quarter the net  
39 income for the Airport is \$36,690.  
40

41 Staff noted with regard to the Airport Fund 'line item 500 (Revenue) 'interest on investments' has not  
42 been posted and is a function of the City Finance Department.  
43

44 There was discussion concerning the revenue budget figures for the adopted budget, budget in  
45 progress for the quarter, and remaining balance for that which was budgeted for:

- 46 • Airport Ground Rent - CalFire does not pay as much ground rent during the winter.  
47 • Airport Hangar Rent – Discussed which tenants operate a business in hangars (FBOs),  
48 tenants that store aircraft and/or pay ground rent. Airport rental budget appears to be okay.  
49 • FAA Building – Rent is paid quarterly.  
50 • Corporation yard land rental – There is no exchange of money. The rental is paid 'in-lieu' of  
51 services rendered. The City corporation yard encompasses a lot of space the Airport could  
52 rent.  
53

54 **6E. Taylor Hangar Status**

1 **Airport Manager Owen** – Continues to work with the City Manager concerning the Taylor Hangars  
2 and various issues that pertain to non-compliance with Airport regulations/hangar policies/lease  
3 agreement and enforcement thereof. Additionally, Mr. Taylor has problems paying his rent on time  
4 and is not current.

5  
6 The Commission agreed issues concerning non-compliance have been ongoing without any kind of  
7 resolution even though staff and the Commission have spent time with Mr. Taylor addressing these  
8 issues with no results.

9  
10 **Commissioner Crane** supports allowing the City Attorney another month to work on the lease  
11 agreement and hangar non-compliance issues and come up with some type of resolution prior to  
12 recommending City Council review these matters since no progress has been made for any kind of  
13 plan or resolution. Mr. Taylor is out of compliance with Airport rules/regulations on a number of issues  
14 that need to be addressed.

15  
16 **6F. Redding Auto Fence Status**

17 **Airport Manager Owen** is working with the City Attorney regarding the fence encroachment issue.

18  
19 **6G. Non-Compliance with Ukiah Airport Hangar – procedures**

20 **Airport Manager Owen:**

- 21 • Staff will be working on hangar inspections and compliance thereof.

22  
23 **Commissioner Crane** recommends the Commission have a list of the hangars and the dates they  
24 were last inspected.

25  
26 **Airport Assistant Ronk** – The condition of the hangars will also be noted when they are inspected  
27 for maintenance purposes.

28  
29 **6H. Storm Drain Rehabilitation Project – Status**

30 **Airport Manager Owen** – The next phase of the project is to line the pipes. Staff typically gets an  
31 update weekly regarding the process from the company doing the work.

## 32 33 **7. REPORTS**

34 There was a brief discussion concerning the new 'light towers' and the functioning capabilities.

## 35 36 **8. AGENDA ITEMS FOR NEXT REGULAR MEETING IN DECEMBER**

37 New Business – Hangar Inspections

38 Old Business – Taylor Hangars update, Storm Drain rehabilitation project update, Airport  
39 Maintenance, Airport Maintenance Plan, Airport Land Use Plan  
40 There will be a quarterly report concerning Budget status/update.

41 Reports – Airport Day, Status of Airport Self-Fueling Ordinance/Fuel Resolution

## 42 43 **9. COMMISSIONER COMMENTS**

44 **Commissioner Sloan** – Recommends the Commission meet with the City Attorney to discuss the  
45 Taylor Hangar matters.

## 46 47 **10. STAFF COMMENTS**

48 **Airport Assistant Ronk** – The annual Airport Christmas Potluck will be Wednesday, December 9,  
49 2009 at noon.

## 50 51 **11. ADJOURNMENT**

52 There being no further business, the meeting adjourned at 9:41p.m.

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54 \_\_\_\_\_  
Dottie Deerwester, Chair

55  
56 \_\_\_\_\_  
Cathy Elawadly, Recording Secretary