

**UKIAH REGIONAL AIRPORT COMMISSION
December 8, 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
Mike Whetzel
Jim Derickson
Bud Searer

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 – November 3, 2009

Commissioner Crane made the following corrections:

Page 3, line 11, should read, 'All hangars are presently rented. There is a waiting list for Port-A-Ports and Pasco with greatest interest for Pasco.'

Page 3, line 15, should read, 'Most of the hangars are not well laid out and do not demonstrate effective use of land.'

Page 3, line 23, should read, 'Many of the hangars are in very poor or poor condition.'

M/S Crane/Sloan to approve November 3, 2009 minutes, as amended. Motion carried (5).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None.

**5. OLD BUSINESS
DISCUSSION/ACTION**

5A. Storm Drain Rehabilitation Project - status

Airport Manager Owen:

- Phase I of the FAA Storm Drain Rehabilitation Project has been completed.
- While the contractor for the storm drain rehabilitation project was cleaning the storm drain pipes C and D in preparation for the pipes to be lined it was discovered that line C had collapsed and the only way to repair this line is to excavate the area. The area required to be excavated was under the runway and required the runway to be closed for approximately 48 hours. Line D was discovered to have a section that also had collapsed. This area was also under the runway but only required digging next to the runway to complete the repair.
- City Council approved an emergency change order in November so the repairs to the collapsed pipes could be made immediately since there was concern from the contractor

1 that the amount of dirt in the storm drain could generate a large void to open up above
2 the storm drain pipes possibly causing the runway to collapse.
3

4 There was a brief discussion concerning the runway closure and type of procedures used for making
5 the repairs to the collapsed pipes.
6

7 **5B. Taylor Hangar Status**

8 **Airport Manager Owen:**

- 9
- 10 • Gregg Taylor is in the process of evicting two of his tenants for non-compliance with the
11 ground lease of Airport property. All hangars must be used for aviation-related purposes.
 - 12 • The 'Blue Drug' tenant is unhappy with his eviction and claims he had approval from the
13 County, Airport Commission, and the City. Staff has asked this tenant to provide
14 documentation that allows him to use his hangar for the purpose of storing drugs and/or other
15 supplies for emergency situations. The tenant has not yet produced any documentation for
16 consideration.
 - 17 • Mr. Taylor has brought his account with the City current.
 - 18 • Mr. Taylor is considering modifying his ground lease in order to relinquish the vacant portion
19 of ground intended for further hangar development that never came to fruition.
 - 20 • Staff will provide the Commission with an update concerning the two evictions for the Taylor
21 Hangars.

22 **5C. Airport Land Use Plan Review**

23 Airport Land Use Plan = ALUP

24 Airport Layout Plan = ALP
25

26 **Airport Manager Owen:**

- 27
- 28 • Requests the Commission review the ALUP because of issues/discrepancies that have come
29 up with regard to the document.
 - 30 • There appears to be two different plans. The official Plan that was adopted April 7, 2007 by
31 City Council may not be the correct one.
 - 32 • City Senior Planner Jordan is present to assist the Commission with possible modifications to
33 the ALUP to address some of the plan deficiencies so it will be a more effective working
34 document.

35 **John Eisenzopf:**

- 36
- 37 • The Planning Department provided him with a different plan than the one which was adopted
38 and provided the Commission with a copy for comparison purposes.

39 **Senior Planner Jordan:**

- 40
- 41 • It is important to determine which ALUP should be the official document.
 - 42 • Recommended using a template format as the Commission reviews the ALUP for possible
43 modification such as articulated in Article 15 of the Regulations in Public Facilities (PF)
44 Zoning District, Article 20, Administration and Procedures (Use Permit Procedures) and Site
45 Development Procedures.
 - 46 • It appears the adopted ALUP does not clearly distinguish uses by right versus permitted uses
47 and furthermore the document does not clearly differentiate between a site development
48 permit and a use permit alluding to discrepancies that do not provide the necessary
49 guidelines for use as a good working document.

50 **Chair Deerwester:** The Commission is looking at the ALUP and/or other regulatory documents
51 because the City Manager has recommended the Airport have a Business Plan. To begin the
52 process, the existing policy documents should be consistent with other regulatory documents in order
53 to function as a guideline for development and provide the necessary criteria to define uses at the
54 Airport. The Commission has found the existing ALUP has some discrepancies wherein there is a
55 need to more appropriately define the uses identified for the designated areas on the Airport. It then

1 became clear that the guiding documents would have to be reviewed before a Business Plan can be
2 considered.

3
4 The Commission reviewed the Airport Layout Plan (ALP) that is color coded for the purpose of
5 showing the various land use designations: West Side South, West Side Central, Westside North,
6 Eastside North and East Side South. The Commission expressed some concern with regard to
7 existing buildings and facilities in conjunction with Airport operations and uses that some of the land
8 use designation boundaries may need to be modified for consistency purposes.

9
10 **Mike Whetzel:** Establishing the various land use designations made it easier to determine which uses
11 would best benefit specific areas simply because of the way the Airport is laid out with regard to
12 existing uses.

13
14 **Commissioner Crane:** It seems the Segmented Circle represents a good distinguishing line between
15 East Side North and East Side South.

16
17 During the discussion, it was determined that creating an East Side Central land use designation is
18 either not possible and/or unfeasible due to compliance with FAA regulatory/policy/operating
19 requirements and/or land constraints/dead space.

20
21 **Chair Deerwester:** Leave the land use designations as they presently are established for the time
22 being. It may be that at some point in the future, the boundaries for the designated land use areas
23 could change.

24
25 **Commissioner Crane:** The objective is to make certain the land use designations comply with the
26 uses, either by right or permitted for a particular area and to identify the short-comings that currently
27 exist in this regard.

28
29 **Senior Planner Jordan:**

- 30 • It is also important to review the uses that should be in a particular zone compared to what is
31 existing.
- 32 • Article 15 is an example of how the uses could be set up in the ALUP document since the
33 Airport is a public facility.
- 34 • In each area specifically determine which uses should be allowed and which uses should be
35 conditional uses.
- 36 • Working/guideline documents should be written in such a way that regardless how
37 staff/decision makers change, it can 'travel through time' and still be adaptive to implement
38 the vision as to the reason the document was initially created.

39
40 **Chair Deerwester:** There are sub-areas within the individual land use designations in the ALUP that
41 also address different uses, such as provided for on page 3 of the adopted ALUP.

42
43 **Senior Planner Jordan:**

- 44 • With regard to these sub-areas, the uses listed are what are required for a Use Permit (UP)
45 and Site Development Permit (SDP). A Site Development Permit is necessary when
46 something is proposed to be built. The question arises as to what should occur if no building
47 is proposed, but interest is expressed in occupying a space? In this case a SDP would not be
48 necessary.
- 49 • The point is the document reflects the intermixing of different components that should be
50 addressed separately. It is important to identify distinguishing factors as to what is occurring
51 and/or what is the need so that informed decision can be made. The first question/component
52 would be to identify the use and whether the use is allowed by right with approval from Staff
53 and the Airport Commission/the securing of a lease agreement and/or business license; The
54 second question/component involves determining whether a conditional use permit is
55 necessary; The third question/component is whether 'what is occurring or the need' involves
56 a SDP to construct a building/facility.

- 1 • A SDP should not be talked about with the matter of uses.
2

3 **Airport Manager Owen:** Cited a specific example where the existing ALUP document demonstrates
4 inconsistencies.
5

6 **Chair Deerwester:**

- 7 • The ALUP could not possibly address every scenario because cases differ.
8 • Does agree the three components talked about by Senior Planner Jordan should be
9 appropriately incorporated into the document.

10
11 **Commissioner Crane:**

- 12 • The first step is to look at whether the ALUP is a quality document by understanding the
13 contents.
14 • Determine whether the document fits what is existing/occurring or what is intended at the
15 Airport in terms of having to modify the document or start completely over with the creation of
16 a new document.
17

18 **John Eisenzopf:** The first step is to understand the document because it is not being followed.
19

20 **Chair Deerwester:** Part of the reason for review of the document is because it is not being followed.
21 There are discrepancies in the document due to different interpretations as to appropriately identifying
22 the need or effectively determining what is occurring and how the ALUP applies as a guideline. The
23 Airport Commission also has different interpretations of what the document means.
24

25 **Mike Whetzel:** The original intent of the document was to make it easier for management, staff, and
26 decision makers to make a determination about what is occurring for airport users based on
27 application of the guidelines. Careful consideration was given to each area/sub-area as to what
28 should likely occur and what is existing.
29

30 The Commission discussed the most effective/productive approach to review the document, noting of
31 utmost importance is to determine which version is the right one to use.
32

33 **Commissioner Crane:**

- 34 • Recommended reading both documents from beginning to end and make notes for
35 comparison purposes and for the Commission to make comments line-by-line.
36

37 It was noted the uses listed in the ALUP for the areas/sub-areas must be clarified/defined.
38

39 **Senior Planner Jordan:**

- 40 • The document should be able to clearly define the use by determining whether the use is
41 allowed or permitted for the different locations on the Airport and/or make a determination
42 whether the project requires a SDP by providing the associated required criteria.
43 • Once the use is clearly identified and/or if it is determined the project requires a SDP, the
44 project must also comply with the Building Code/Fire Code and/or other relevant
45 codes/permits.
46

47 There was discussion about how to determine the need for a project; For example, an effective ALUP
48 should be able to address a case involving a hangar that currently does not have a restroom facility,
49 but there is a need in order for the hangar to be rented. It is important to make the process simple for
50 potential tenants and decision-makers by being able to determine the use and whether it is allowed or
51 permitted for an area, and/or determine whether a SDP is necessary and/or what other types of
52 permit(s) are required. A well-written ALUP should be able to provide these functions for what is
53 proposed to occur in order to provide the highest and best use of the land.
54

1 **Chair Deerwester:** The above-referenced hangar case is an example of taking something that is
2 existing and doing more with it. Each case is likely to be different and depends upon where and what
3 type of project it is. There has been Commission discussion about hangar improvements. If the intent
4 is to remove and replace hangars with new hangars or move the existing hangars, the type of permit
5 necessary depends upon the nature of the project proposed.

6
7 The Commission talked about what narratives/language should be included in the ALUP for
8 interpretation purposes to understand the need.

9
10 **Airport Manager Owen** noted:

- 11 • Page 4, Allowed Uses in Sub-Area 2 of the existing ALUP provides that a SDP is required
12 for a large size hangar compared to Page 5, Permitted uses in Sub-Area 2, where a UP is
13 required for a medium size hangar. The minimum size for a building footprint is 6,400
14 square feet. Accordingly, so if a project came in requiring a building footprint of less than
15 6,400 square feet, a UP would be required.

16
17 **Senior Planner Jordan:**

- 18 • The first approach would be to determine whether the use (allowed or permitted) is
19 appropriate for an area.
- 20 • An Allowed use delineates what is functionally appropriate for a particular area because it
21 meets the intent.
- 22 • On the other hand, permitted uses require special approval of a UP because it may be that
23 in some locations based on the operating characteristics, such uses might be appropriate,
24 appropriate with conditions, or not appropriate at all. With a UP, there is the discretion to say
25 'no' to a project.
- 26 • As a separate element, a SDP pertains to construction to the exterior of a building/facility
27 and/or changing the layout of the grounds in some way. It is not about a use.
- 28 • When looking at the existing ALUP, 'use' is being confused with actual development of
29 property.

30
31 **Other Staff/Commission/public comments:**

- 32 • It would be useful to have permit development guidelines that would trigger the type/level of
33 review.
- 34 • It was noted the 'draft' ALUP contains a flowchart for development projects that identifies
35 which projects require the securing of a lease agreement, some combination of ministerial
36 permit (Building Permit or Grading Permit) and/or discretionary permit (UP or SDP).
- 37 • Agreed the ALUP should be modified.
- 38 • The original intent of the document was to create a 'useful' document for decision-making
39 purposes.
- 40 • There was Commission discussion concerning the most effective approach to making the
41 document a 'useful' tool to guide/direct development and uses at the Airport now and into the
42 future.
- 43 • Should an Airport Business Plan be referenced in the Purpose and Intent section?
- 44 • Compatibility Criteria section – All uses and development at the Airport must be found to be
45 compatible to Airport operations and security meaning the uses should be airport-related.
46 However, certain businesses have direct access to the taxiway or runway while others do not.
47 The document should reflect these differences. The small equipment repair shop at the North
48 West section of the Airport is an example of a business that does not have access to the
49 taxiway or runway. Different types of businesses operate on the Airport, which are not airport
50 related uses. The City Corporation Yard and Ukiah Valley Nursery are also examples of non-
51 aviation related uses operating at the Airport that cannot access taxiways or runway from
52 their respective locations.
- 53 • The Compatibility Criteria section states that 'all development and uses must be found to be
54 revenue enhancing or an essential service.' Does 'essential service' pertain to aviation-
55 related services?

- 1 • There is an air-side and land-side as provided for on page 13 of the ALUP (Glossary of
- 2 Airport Land-Use Terms).
- 3 • There is a need to review the contents of both the adopted ALUP and the 'draft' ALUP
- 4 because there are two separate documents.
- 5 • It may be important when reviewing the ALUP to consider where the Airport exists today in
- 6 terms of development giving thought to what could be in the future relative by establishing
- 7 guidelines that provide for the best and highest use of land.
- 8 • **Commissioner Crane** recommended reading each of the two ALUP documents and inquired
- 9 about the 'Definition' section concerning Article 15 of the UMC.
- 10 • Staff will research which of the two documents is the official adopted version; Staff
- 11 recommends the Commission consider using the Article 15 (Public Facilities Zoning District
- 12 Regulations) for uses and list them as to whether they should be allowed or permitted. It
- 13 noted one of the major deficiencies of this Code is that the definition section is unclear; The
- 14 'definitions' for the zoning code will not likely be helpful to the Commission
- 15 • Staff noted with regard to Article 20, Administration and Procedures, that Findings of Fact are
- 16 required to grant a use permit and recommended the ALUP include adding some Findings of
- 17 Fact specific to Airports because there are 'air-side' and 'land-side' components to the
- 18 Airport, possibly to address the need for non-aviation related uses for those businesses
- 19 (FBOs) that are land-side.
- 20 • The Commission questioned what format should be used for the ALUP.
- 21 • Again, staff suggested the Commission begin with listing the uses for the various land
- 22 designations.

23
24 **Commission Consensus:**

25 The Commission supports reading the document on their own time, make comments for later Airport
26 Commission discussion and for staff to advise the Commission which plan is official.

27
28 **6. REPORTS**

29 The next regular Commission meeting will be January 5, 2010.

30
31 **Airport Manager Owen** stated CALSTAR is in the process of obtaining all necessary permits in order
32 to move to the approved location.

33
34 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN DECEMBER**

- 35 1. Discussion of the ALUP.

36
37 **8. COMMISSIONER COMMENTS**

38 **Chair Deerwester** will be absent for the regular January and February Commission meetings.

39
40 **Commissioner Crane** will meet with the City Manager regarding his seat on the Commission since
41 his term of service expired June 30, 2009. It was his understanding that Commissioners should retain
42 their seats even though they may have expired until the City reevaluates the various City
43 Commissions.

44
45 **9. STAFF COMMENTS**

46 **Airport Assistant Ronk** invited everyone to attend the annual Airport Christmas Party to be held
47 tomorrow beginning at noon.

48
49 **10. ADJOURNMENT**

50 There being no further business, the meeting adjourned at 8:35 p.m.

51
52 _____
53 Dottie Deerwester, Chair

54 _____
55 Cathy Elawadly, Recording Secretary