

UKIAH REGIONAL AIRPORT COMMISSION
August 3, 2010
Minutes

COMMISSIONERS PRESENT

Eric Crane, Vice Chair
Don Albright
Jeff Sloan
Carl Steinmann

STAFF PRESENT

Greg Owen, Airport Manager
Kim Jordan, Senior Planner
Cathy Elawadly, Recording Secretary

COMMISSIONERS ABSENT

None

OTHERS PRESENT

Darryl Hudson
John Eisenzopf

1. CALL TO ORDER

The Airport Commission meeting was called to order by Vice Chair Crane 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.

Vice Chair Crane became aware there was an error on the agenda concerning the date for this meeting and questioned whether the revised agenda was in compliance with the Brown Act regulations. Staff consulted with the City Attorney and stated, in his professional opinion, the procedure was properly handled, but that the Commission could vote on whether to continue the meeting or elect to have the meeting tonight.

M/S Sloan/Albright to proceed with having a meeting tonight. Motion carried. (4-0).

2. PLEDGE OF ALLEGIANCE - Everyone recited the pledge of allegiance.

3. APPROVAL OF MINUTES – July 20, 2010

M/S Albright/Sloan to approve July 20, 2010 minutes, as submitted. Motion carried (4-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None.

5. DISCUSSION/ACTION

5A. Nomination for Airport Commission Chair

Commissioner Albright nominated **Vice Chair Crane** for Chair of the Ukiah Airport Commission. The nomination was seconded by **Commissioner Sloan**. Motion carried by an all AYE voice vote of the Commissioners present to elect **Vice Chair Crane** as Chair.

Chair Crane nominated **Commissioner Albright** for Vice-Chair of the Ukiah Airport Commission. The nomination was seconded by **Commissioner Sloan**. Motion carried by an all AYE voice vote of the Commissioners present to elect **Commissioner Albright** as Vice Chair.

5B. Airport Land Use Plan Review

The Commission continued discussion of the Ukiah Municipal Airport Building Area and Land Use Development Plan Guidelines.

WESTSIDE NORTH PLANNING AREA

Description

Staff commented Fixed Based Operators (FBO) is too broad of a term for a use. When looking at the definition, there is almost nothing it does not include.

1 **Commission:**

- 2 • Referred to Glossary for FBO taken from Ukiah Municipal Airport Master Plan.
3 • The definition of FBO appears to be very broad where the concentration is on aviation-related
4 uses predominately in large hangars.
5 • Consider striking last sentence of 'Description' that reads, 'For the most effective utilization of
6 the northern tip, a shared or communal parking lot is the best solution.'
7 • Parking for aircraft or vehicles as an allowed use is a potential use for the northern tip of
8 Westside North.
9

10 **Commission consensus:**

- 11 • Strike last sentence of 'Description.'

12
13 **Purpose**

14
15 **Commission consensus:**

- 16 • Defer review of this section until after allowed use discussion.
17

18 **Allowed Uses**

19
20 **Commission consensus:**

- 21 • Strike – Large and medium size hangars with minimum 3000 square foot building footprint.
22 • Maintain uses: aircraft avionics, aircraft painting/bodywork, aircraft sales/leasing, aircraft
23 service/repair
24

25 Fixed-Base Operations (FBO)/permanent helicopter operations as an interim use until
26 eastside of Airport is developed.
27

28 **Staff comment:**

29 FBO is too broad a term.
30

31 **Commission comment:**

32 Consider making 'permanent helicopter operations as an interim use until eastside of Airport
33 is developed a permitted use.
34

35 **Commission comment:**

36 Discussion about helicopter parking in the area.
37

38 **Staff comment:**

39 Drew attention to the two existing 'cargo feeder' operation pad areas having no actual tie-
40 down facilities that were established to discourage random parking of helicopters.
41

42 Recommended adding 'Transient fixed-wing and rotocraft parking' in place of Fixed-Base
43 Operations (FBO)/permanent helicopter operations as an interim use until eastside of the
44 Airport is developed. Need good working definition for 'transient.'
45

46 **Staff comment:**

47 Recommends modifying the 'Description' section to acknowledge the existing transient
48 helicopter parking, stating that this parking exists, but the intention is to move this type of
49 operation to the east side of the Airport when it is developed to accommodate this activity.
50

- 51 • Add – Transient fixed-wing aircraft as an allowed use.
52

53 **Commission comment:**

54 Discussion about long-term goal of rotocraft operations to occur on the eastside of the
55 Airport.

1 Discussion about the definitions of 'interim' and 'transient.'
2 Recommends adding the definitions of 'interim' and 'transient' to the Glossary section.

3
4 **Staff comment:**

5 Interim suggests that the operation is permanent in a location that is not in the preferred
6 location, but is acknowledging the use can be there until the preferred location is available.
7 Transient means the location is not permanent.

- 8
9
10 • Add to 'Description' section that there is existing transient helicopter parking and that the
11 intent is to move this type of activity to the eastside of the Airport when developed to
12 accommodate the use.
- 13 • Modify 'Fixed-Base Operations (FBO)/permanent helicopter operations as an interim use until
14 eastside of Airport is developed' to 'permanent helicopter operations as an interim use until
15 eastside of Airport is developed' and move to permitted use.

16
17 **Commission comment:**

18 Discussion about hangars for commercial versus private use as it relates to how the hangar
19 is being used where the intent is to effectively utilize a hangar to its best and highest use.
20 Feasibility in this regard should be a consideration because improvements, commercial or
21 private, enhance the economic well-being of the Airport.

22
23 What about a person that stores an aircraft in a hangar that may not be used for aviation-
24 related purposes, but the plane is leased/used for commercial purposes? This might be
25 considered private use of hangar. What about if the aircraft is owned privately or
26 commercially?

27
28 Commercial essentially has two definitions: 1) Building where actual commerce is being
29 conducted. 2) Building not being used for aviation-related purposes, but operates in support
30 of a business out of a commercial use.

31
32 **Staff comment:**

33 The concern is how the hangar is being used. Is there commerce being conducted in the
34 hangar? Ownership has no relevance on the use.

35
36 A plane used for commercial purposes that is stored in a hangar is not really in support of a
37 business.

38
39 Commercial uses are typically associated with large hangars and conversely private uses are
40 often associated with small hangars. From the discussion, it appears the Commission's
41 preference is large hangars in Westside North. It is possible that large hangars for private use
42 could be converted to a commercial use.

43
44 **Staff comment:**

45 Labeling a hangar either for commercial or private use may be problematic and cited the
46 Willits Airport as an example where 'commercial activities' were being conducted in a 'private'
47 hangar with the storage of a plane that is used for commercial purposes and the hangar was
48 not operating as a business.

49
50 **Commission comment:**

51 Recommends the ALUP document include language that private development should be
52 recognized as a vehicle for improvements made to the Airport. Encouraging developments
53 that provide improvements that will revert to the City over time benefits the City so if someone
54 wants to build something and it makes sense for a particular location, it should be a
55 consideration.

1 Also the purchase of fuel for aircraft is important to the economic viability of the Airport no
2 matter how the aircraft is being used.
3

4 What should occur if a person constructs a new hangar for a business and the business fails,
5 but wants to keep the hangar to store an airplane or lease to another person to store his/her
6 aircraft?
7

8 **Staff comment:**

9 Would the Commission be alright with this scenario?
10

11 **Commission comment:**

12 Agreed, it would be acceptable to allow the hangar to be sub-leased for the purposes of
13 storing another aircraft as a private use.
14

15 **Staff comment:**

16 Is the Commission okay with people renting space to store aircraft?
17

18 **Commission comment:**

19 Discussion about hangar size and use for commercial or private purposes.
20

- 21 • Modify allowed use – ‘Larger hangar development for commercial use as opposed to private
- 22 use’ to ‘Hangars for commercial use or private use.’
- 23 • Strike – Machine Shop and replace with Aviation shop
- 24 • No change - Aircraft and aircraft parts manufacturing and machining.
25

26 **Commission comment:**

27 Discussion that manufacturing use is not likely to occur at Airport.
28

29 Seasonal fire fighting/temporary helicopter operations (At which time eastside of Airport is
30 developed and lease expires, seasonal fire fighting/temporary helicopter operations would be
31 relocated.
32

33 **Staff comment:**

34 Recommends acknowledging that CAMP operates in Westside North and noting when the
35 Airport has the ability to more appropriately accommodate the use, the operation will be
36 moved to the eastside of the Airport.
37

- 38 • Add language to ‘Description’ section’ to acknowledge seasonal fire/fighting/temporary
- 39 helicopter operations exist, but at which time eastside of Airport is develop and lease expires,
- 40 seasonal fire fighting/temporary helicopter operations would be relocated to the eastside.
41

42 ***Permitted Uses***

43
44 **Commission consensus:**

- 45
- 46 • Strike – Hangars for private use (must be a minimum of 3000 square feet) because hangars
- 47 for private use this was made an allowed use.
48

49 **Commission comments:**

50 Questioned the minimum of 3000 sq.ft. component for private use and whether this was
51 feasible/realistic.
52

- 53 • Strike - Manufacturing
54

55 **Commission comments:**

1 Not likely to occur at Airport. Would have to be zoned M-1 and there must be a sufficient
2 number of acreage available for this use.

- 3
4 • No change - Warehouse and distribution

5
6 **Commission comments:**

7 There was discussion about the benefit of receiving ground rent associated with this type of
8 use if someone wanted to construct a building and operate a warehouse and distribution
9 business.

- 10
11 • No change – Electronic assembly/repair
12 • Strike – Technical services
13 • Modify – Freight to Air freight
14 • Add – Interim helicopter parking
15

16 ***Minimum Building Footprint***

17
18 **Staff comment:**

- 19 • Based on the discussion concerning building size, the building footprint is very important to
20 the Commission.
21 • The uses within the buildings pertains to what is going on in the buildings whereas the
22 building footprint pertains to new construction.
23 • Commission has expressed an interest in having a minimum building footprint whereby a Site
24 Development Permit (SDP) would be required for the construction.
25 • The intent of establishing a minimum building footprint is to encourage uses that are
26 compatible with other Airport uses as well as provide for maximum effective use of land,
27 particularly vacant land.
28

29 **Commission comment:**

- 30 • Supports making the minimum building footprint larger to avoid ‘chopping’ up the land in
31 order to encourage larger developments.
32

33 **Commission consensus:**

- 34 • Strike lines 20-25, page 11
35 • Minimum Building footprint shall be 3000 sq. ft.; 5000 sq. ft is the preferred.
36 Maximum square footage = none.
37 • Include in ‘Purpose’ section that developments should be considered for highest and best use
38 of land.
39

40 ***REQUIRED PARKING***

41
42 **Staff comment:** At this time, the parking requirements for the Airport default to the City of Ukiah
43 Zoning Ordinance and/or UMC, Article. The parking requirements for every use proposed are
44 reviewed.
45

46 **Commission comment:**

- 47 • Referred to pages 15 & 16 relevant to UMC (Article 9) parking requirements for the various
48 uses that occur or could potentially occur at the Airport.
49 • Discussion about the number of ADA compliant parking spaces required for the Airport and
50 how this would work in conjunction with the location and configuration of the buildings. The
51 Airport has some spaces marked for handicapped persons.
52 • Discussion about vehicle and aircraft parking, noting while the application of the UMC (Article
53 9) for determining the number of parking spaces may work for projects in the City, it may not
54 be the best approach for the Airport. Even though the Airport is essentially a facility with

- 1 different rules and applications, it must conform to building codes and other standards for
2 developments. The Airport does not have a formal parking plan with marked and/or
3 designated parking areas for the uses/visitors. Currently, the Airport has some parking
4 spaces that are marked for the administration building/offices and some marked spaces for
5 commercial businesses/FBOs, such as Fedex and Feather Lite. Airport users take advantage
6 of the marked communal parking accommodations that are existing, but also randomly park
7 in driveways, in unmarked/unimproved areas and private hangar tenants/owners typically
8 park their vehicles adjacent to the hangar or in the hangars.
- 9 • Discussion specifically about page 15, lines 12-19, regarding Ukiah Zoning Ordinance
10 parking requirements for 'Office' uses. The language, 'One parking space for each two
11 hundred fifty square feet of gross leasable space' can be a consideration. Strike the rest of
12 the sentence that reads, 'except within the City of Ukiah Parking District No. 1 boundaries
13 where the requirement is one parking space for each three-hundred fifty square feet of not
14 leaseable space. (Differential is result of available public parking provided within the District).
15 Similar uses having drive-up windows or drive-through facilities shall have stacking area for
16 five vehicles' because the Airport is not located in Ukiah Parking District No. 1 so these
17 regulations do not apply.
 - 18 • It may be that some of the parking issues can be addressed in the leases. It is likely that
19 many of the tenants do not pay for parking because the lease does not specify where the
20 parking spaces are located.

21
22 **Staff comments:**

- 23 • Recommended grouping the uses from the revised allowed and permitted uses for each sub-
24 area and determine how to proceed with establishing parking standards for the Airport.
- 25 • Further recommended creating a parking analysis for the Airport by counting the number of
26 existing communal parking space for sub-areas Westside North, Westside Central and
27 Westside South.
- 28 • Parking spaces for uses that overlap can be shared.
- 29 • Recommended providing for a parking section in the lease that designates where tenants
30 should park.
- 31 • Referred to page 16, UMC parking requirements for 'Other uses,' and stated this may be the
32 appropriate section to address parking for private hangars as it relates to the use as a private
33 use versus a commercial use.

34
35 **Commission consensus:**

- 36 • Defer further discussion concerning parking at the Airport until the Commission reviews the
37 revised group of allowed and permitted uses and counts the number of the communal
38 parking spaces.

39
40 **ADDITIONAL REQUIREMENTS**

41 **Site Development Permit:** For new construction in the in the Airport PF (Public Facilities)
42 Zoning District.

43
44 **Commission consensus:** Modifications to Findings to approve a SDP:

45
46 Finding No. 1: Add – FAA Grant Assurance Guidelines, Airport Master Plan, Airport Layout Plan, and
47 Airport Land Use Plan Guidelines.

48
49 Finding No. 2: Modify – The location, size and intensity of the proposed project will not create
50 hazardous or inconvenient vehicular, aircraft or pedestrian traffic pattern.

51
52 Finding No 4: Delete.

53 Provide a statement in the document acknowledging there are existing landscaped areas and that
54 green spaces also exist on the Airport whereby landscaping would not be required on a project by
55 project basis.

1
2 Finding No. 5: Modify – The proposed development will not hinder the development or use of existing
3 buildings on the Airport, or impair the value or operations thereof.

4
5 Finding No. 6: Modify – The improvement of any commercial or industrial structure will not have a
6 substantial detrimental impact on the character or value of an adjacent Airport operation/business.

7
8 Finding No. 7: Delete

9
10 Finding No. 8: Buildings at the Airport are utilitarian having a box-like uninteresting external
11 appearance. Staff will work on language for this finding.

12
13 **Staff:** In this instance, 'form is following function.'

14
15 The Commission was of the opinion that new construction/development does not necessarily have to
16 be compatible with existing structures.

17
18 Modify Finding No. 8 such that the design of the structure(s) and grounds can be monotonous and/or
19 box-like.'

20
21 Page 17, ***Is there a square footage or type of project that should be exempt from a Site***
22 ***Development Permit?***

23
24 **Staff:** The way the zoning code works is if the project involves less than 150 sq. ft. of change to an
25 existing structure, no SDP is required only a building permit.

26
27 **Commission:**

- 28 • Would have no issue with someone doing 1000 sq. ft. addition to a hangar.

29
30 Page 17, ***The Zoning Ordinance exempts the following from the requirements to secure a SDP***
31 ***. All other applicable permits (business license, building permit, etc.) are required.***

32
33 **Staff:** Does the Commission want to default to the Zoning Code regulations provided the project
34 complies with the Airport Land Use Plan Guidelines that any change to a building 150 sq.ft. or less
35 would only require a Building Permit. If, however, the change was more than 150 sq.ft, a Minor SDP
36 is required. Additionally, if the change to a building is 1000 sq.ft or more, a Major SDP is required.

37
38 Does the Commission want to follow these same thresholds?

39 40 ***Major and Minor Site Development Permit***

41
42 **Staff:**

- 43 • The value of discretionary review refers to the Findings.
- 44 • Even if there is no discretionary review necessary for a project, it must comply with all
45 building code standards including those rules for compliance with building setbacks and
46 building restriction lines.

47
48 **Commission consensus:**

49
50 Threshold for Building Permit = 300 sq. feet or less for change to a building. 1200 sq. ft or less for
51 change/addition to hangar. No public notice and no discretionary review.

52
53 Threshold for Minor SDP = 1200 square feet ≤ 3600 square feet for hangars; 300≤900 square feet for
54 buildings. Public notice and discretionary review by Zoning Administrator.

1 Add threshold for Major SDP = 3600 square feet or greater for hangars; 900 square feet or greater for
2 buildings. Public notice and discretionary review by Planning Commission.
3

4 **Use Permit**

5 Line 23 &, add – FAA Grant Assurance Guidelines, Airport Master Plan, Airport Layout Plan, and
6 Airport Land Use Plan Guidelines.
7

8 Strike - subsections c & d.

9 No change – subsection e.

10 No change – subsection f. Lighting standards pertain to buildings.
11

12 **5C. Appoint Sub-Committee Airport Noise**

13 The intent of the sub-committee is to address noise concerns at the Airport, consider solutions, and
14 report back to Council.
15

16 **M/S Albright/Sloan** to formulate a sub-committee to address the issue of Airport noise that consists
17 of Airport Commissioners Jeff Sloan and Don Albright and public member Darryl Hudson. Motion
18 carried by all AYE voice vote of the Commissioners present.
19

20 **6. REPORTS**

21 **6A. CALSTAR**

22 **Airport Manager Owen:** Calstar is progressing with plans to relocate, noting other structures will be
23 added to the site for offices and living quarters. It was noted Calstar will remove the pre-manufactured
24 buildings at the existing location from the Airport.
25

26 The new lease has not been signed.
27

28 **6B. Roof Specifications**

29 **Airport Manager Owen:** The City Purchasing Supervisor will be working this month on the roof
30 specifications.
31

32 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN AUGUST**

- 33 1. Calstar update
34 2. Roof specifications
35 3. Report from sub-committee concerning Airport noise
36 4. Airport Land Use Plan
37

38 **8. COMMISSIONER COMMENTS**

39 None.
40

41 **9. STAFF COMMENTS**

42 Hangar inspections will begin August 17th. Airport Manager Owen explained the procedure and what
43 staff will be looking for and require for compliance with Airport Hangar Policies and Procedures.
44

45 Staff will paint stripes for hangars at tenant's request in order to be able to align aircraft straight.
46

47 **10. ADJOURNMENT**

48 There being no further business, the meeting adjourned at 10:11 p.m.
49
50

51 _____
Eric Crane, Chair

52 _____
Cathy Elawadly, Recording Secretary
53
54
55
56