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UKIAH REGIONAL AIRPORT COMMISSION
October 5, 2010
Minutes

COMMISSIONERS PRESENT

Eric Crane, Vice Chair
Don Albright
Carl Steinmann
Jeff Sloan

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.

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

3. APPROVAL OF MINUTES – August 3, 2010

M/S Albright/Sloan to approve August 3, 2010 minutes, as submitted. Motion carried (4-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

John Eisenzopf:

- Asked staff to look at the Wind Sock on Runway 33 because it is not able to function in its present location.
- Asked staff to review safety procedures with Airport staff particularly about driving across the runway.

5. DISCUSSION/ACTION

5A. Airport Land Use Plan Review

Staff: Aside from the obvious grammatical corrections that need to be made, staff asked the Commission to review and discuss the revised document and make further corrections and/or recommendations.

Section 1: Purpose and Intent

Staff: The purpose and intent is to encourage development at the Airport.

Commission:

- While encouraging private development at the Airport that eventually is returned to the public sector is important, should this be the purpose and intent of the document? It is more of a path to the mission statement.
- Generally okay with language; This section can be revisited if necessary.

Commission consensus:

- Page 1, line 13 revise sentence to read, 'The intent of this document is to provide specific direction for future public or private development or redevelopment of land owned by the Airport in a manner that is consistent with the Airport Master Plan.
- Staff to review the Airport Master Plan and whether or not this document addresses private development.
- Page 1, strike lines 19 and 20.

1
2 There was a brief discussion concerning the County having the authority to assess and collect
3 Possessory Interest tax on hangar and land rents.

4
5 Section 2: Compatibility Criteria
6

7 **Commission:**

- 8 • Development on the Airport is not part of the Mendocino County Airport Land Use Plan.
9 Provided there is no overlap and if this document begins at the Airport fence line, how is
10 Airport compatibility criteria applicable in this regard? Why attach a document to the Airport
11 Land Use Plan document that may have no relevance.
12

13 **Staff:** Will review this issue.
14

15 **Commission consensus:**

- 16 • Page 1, line 23, verify the relevance of the statement, 'All uses and development at the
17 Airport must be found to be compatible to Airport operations and security, including the
18 compatibility criteria of the Ukiah Municipal Airport Master Plan and the *Mendocino County*
19 *Airport Land use Plan*, which are attached to this document.'
20

21 Section 3: Planning Area Land Use Map
22

23 **Staff:** The map referenced in the document needs to be named so the most recent version is
24 referenced.
25

26 **Commission:**

- 27 • Discussion concerning the appropriate map to attach for reference purposes.
28

29 **Staff:**

- 30 • The Commission for purposes of discussion about future development has been using
31 various versions of Airport Layout Plan maps, some of which are color-coded designating
32 areas for certain types of development and uses.
33 • The most current ALP is an official map signed by the FAA that is dated July 2006. The FAA
34 is concerned with boundaries and not how the Airport color-codes areas for development
35 purposes and would likely not certify a map that is color-coded.
36 • The ALP Map certified by the FAA can change over time.
37 • Does the Commission want to include all boundaries on the ALP? Not all of the Airport
38 boundaries are shown north and south of the runways on one map version.
39 • Recommends using the most recent ALP map so that as the map changes, it can be the
40 most current map to incorporate by reference and modify it so that the designated areas and
41 sub-areas are color-coded for identification purposes on the map because no matter what
42 map is used the 'zones' and/or areas defined are always the same. Using a good aerial
43 overlay map may be the most appropriate option.
44

45 **Commission consensus:**

- 46 • Agree all Airport boundaries should be included on the map, which addresses the question
47 mark raised by staff in this regard. Strike the question mark on page 2, line 2.
48 Use the most recent ALP map to attach to the document and color-code to identify the areas
49 and sub-areas since the boundaries typically remain the same unless changed wherein the
50 map would be updated.
51 • Page 2, line 2, should refer to Section 7.
52

53 Section 4: Aviation-Related Uses
54

55 **Commission consensus:**

- Page 2, lines 8 and 12 change fuel station to fuel services.
- Page 2, line 12, Fixed Base Operations should be plural: FBOs.
- Page 2, line 14, insert coma after FBO.

Section 5: Airport Support Uses

Commission consensus:

- Page 2, line 22, sentence revised to read, 'These uses include, but are not limited to, vehicle rental agencies, restaurants, travel ticketing offices, and other services that would be useful and beneficial to persons that work at or visit the Airport.'

Section 6: Land Use Area Descriptions

Brief discussion whether or not to change the planning areas to a lettering system rather Eastside North, Eastside South, Westside North, Westside Central and Westside South planning areas.

Commission consensus:

No change.

Section 7: Land Uses and Development Standards (Page 3)

Development Standards

No Change.

Planning Areas

No. Change.

A. Eastside North Area

Commission Consensus:

- Page 3, line 14, revise sentence to read, 'The East Side North area is located between Hastings Avenue on the north, Airport Road on the east, the Airport's Segmented Circle on the south and the APL (Aircraft Parking Line) and Runway Protection Zone (RPZ) on the west.'

1. Eastside North Sub-Area 1 (Page 3)

Commission clarified staff's question: 'What is currently in this location – buildings?' This sub-area contains one building that is currently vacant, in moderate condition and in need of ADA compliant facilities in order to become marketable. The remainder of the area is vacant and contains a modular structure owned by CalStar that will be removed and miscellaneous materials/items 'spilled over' from the City Corporation Yard.

Commission preference would be to make the necessary repairs so the building is marketable.

There was discussion about possible uses for the site, such as RV parking on a month-to-month basis. The intent for this area is gateway development with access to the Redwood Business Park.

Description

Commission consensus:

- Change Airport Industrial Park (AIP) in this section and throughout the document where applicable to Redwood Business Park (RBP).

Purpose

Staff: Is a commercial carrier still a consideration for this area as opposed to consideration for gateway development?

1 **Staff:**

- 2 • Clarified if the City Corporation Yard were to relocate, this area has the potential for a 139
3 commercial carrier operation.
4 • This area is easy to secure and does not affect the rest of the Airport. Having a commercial
5 carrier operation in this area would have the least impact to other general aviation uses on
6 the Airport.

7
8 Master Plan Compatibility Zone

9 **Commission consensus:**

- 10 • Verify whether 'Master Plan Compatibility Zone: B-1 (Approach/Departure Zone & Adjacent to
11 Runway)' is applicable to the Airport. If not, strike for all areas/sub-areas referenced in the
12 document.

13
14 Allowed Uses:

15
16 **Commission:** 'Aircraft parking & tie-downs' would be for transient general aviation aircraft.

17
18 **Commission consensus:**

- 19 • As the lead-in allowed use as the best and highest add: Commercial scheduled (non-charter)
20 passenger service.
21 • Add allowed use: Month to month vehicle, equipment, materials storage.

22
23 Permitted Uses:

24 **Commission:**

- 25 • Discussion about new buildings and whether they should be permanent versus non-
26 permanent. It may be a modular/portable (temporary structure) would be appropriate for the
27 interim uses.
28 • Questioned 'Rental car parking facility' use and whether the use should be vehicle storage
29 and temporary parking.

30
31 **Staff:** May want to consider a section about interim uses.

32
33 **Staff:** Is the intent to display vehicles or to store them?

34
35 **Commission:** The intent would be a fenced in area for vehicle storage.

36
37 **Commission consensus:**

- 38 • Add permitted use for vehicle, equipment and material storage. The use could be for one
39 year and after one year, the use permit must be renewed or the lease could be year to year.
40 Allow for surface only, no permanent structures. The intent is to discourage the development
41 of a structure that may eventually have to be torn down in the event interest is expressed
42 for an allowed use.
43 • The permitted use could be a rental facility/car lot that can be leased for less than a year and
44 use the existing building.
45 • Provide for a section about interim uses and possible temporary structures.

46
47 **Staff:** The length of the lease can be determined as part of the use permit.

48
49 Minimum Building Footprint

50 **Commission consensus:**

- 51 • Page 4, lines 21-24, revise sentence to read, 'The development of structures or other
52 permanent improvements in the area between the Airport Property Line (APL) and the
53 Building Restriction Line (BRL) are prohibited if it is determined that they could impede
54 aircraft operations.'

- 1 • No preference as to establishing minimum/maximum size limitation for temporary structure
2 provided the use is permitted or allowed.
3

4 **2. Eastside North Sub-Area 2 (Page 4)**
5

6 Description

7 **Commission consensus:**

8 Page 4, Lines 30-32, strike sentence, 'This area has been identified as an ideal location for the future
9 Airport operations yard in the event that the City Corporation Yard locates to a different site.' The
10 deletion of this sentence fits the 'purpose' section for Eastside North Sub-Area 2 land use
11 designation.
12

13 Purpose

14 **Staff:** Asked for clarification that Commission consensus was to add commercial passenger service
15 to Sub-Area 1. Previous discussions reflect this area should be used for aircraft parking & tie-downs
16 for transient aircraft and pilot lounge as general aviation uses. Language would be necessary to
17 address the addition of a commercial passenger service as an allowed use in this sub-area.
18

19 **Commission:** The commercial passenger service operation would be an appropriate use in the event
20 the City Corporation Yard relocates as this use spills over into Sub-Area 1.
21

22 **Commission consensus:**

- 23 • Page 5, agreed with staff that corrections are necessary to this section for clarification
24 purposes.
25 • Include the addition of commercial passenger service use for Sub-Area 2 in the purpose
26 statement. If the City Corporation Yard is no longer operating in Sub-Area 2, this area
27 essentially ceases to exist allowing the opportunity for expansion and development of uses
28 and structures that support and encourage increased use of the Airport by transient pilots and
29 their passengers.
30 • Rotocraft uses are the anticipated uses for Sub-Area 3.
31

32 Allowed Uses

33 **Commission consensus:**

- 34 • Page 5, lines 14-15 revise to read, 'If the Corporation Yard relocates, allowed uses revert to
35 the uses allowed in Sub-Areas 1 **and 3.**'
36

37 Permitted Uses

38 **Commission consensus:**

- 39 • Strike Storage Facility and revise: 'Vehicle, Equipment and Materials Storage.' This use
40 would be month-to-month up to one year requiring use permit renewal after one year. Surface
41 only, no permanent structures.
42 • Strike Public Transportation Facilities and revise: 'Transportation Terminal, such as bus,
43 train, taxi.' Transportation Facilities' would likely include allowing for a maintenance yard,
44 which is not 'temporary use' and should not be allowed.
45 • Strike 'Uses or structures that are incidental or accessory to permitted uses that are not
46 aviation related.'
47

48 Building Footprint

49 **Commission consensus:**

- 50 • Page 5, lines 25-29 revise to read, 'There is no minimum size for a building footprint in this
51 area. The development of structures or other permanent improvements in the area between
52 the Airport Property Line and the Building Restriction Line (BRL) are prohibited if Caltrans
53 Division of Aeronautics determines they could impede Aircraft operations. There is no
54 maximum building footprint.'

- 1 • Commission is not concerned with building size provided it does not impede with Aircraft
2 operations. This area pertains to where the City Corporation Yard is presently located.
3

4 **3. Eastside North Sub-Area 3 (Page 6)**

5 Description

6 **Commission consensus:**

- 7 • Page 6, lines 2-4 revised to read, 'Sub-Area 3 is located between the Corporation Yard and
8 the Segmented Circle with Airport Road on the east and Aircraft Parking Limits (APL) on the
9 west and is currently undeveloped, bare land with no infrastructure.

10 Purpose

11 **Commission consensus:**

- 12 • Page 6, lines 6-10 revised to read, 'Sub-Area 3 is intended for permanent (non-transient)
13 rotocraft uses and should remain vacant until such time as the infrastructure (such as
14 taxiways) can be provided to support these uses. Although this sub-area is intended for
15 rotocraft related uses, fixed-wing aircraft may locate in this area provided that they are
16 associated with a rotocraft use. Fixed-wing aircraft as a standalone use is prohibited.'
17

18 Allowed uses

19 **Commission consensus:**

20 No change.

21 Interim and Permitted Uses

22 **Commission consensus:**

- 23 • Page 6, line 26, strike '(above).'

24 Prohibited Uses:

25 Discussion about the language that reads, 'Fixed-wing uses that are not accessory to or associated
26 with a rotocraft use' wherein staff advised it is not common practice to list accessory uses as allowed
27 uses because such uses are either accessory or incidentals.

28 **Commission consensus:**

29 No change.

30 Building Footprint and Improvements

31 **Commission consensus:**

- 32 • Page 6, lines 32 reference to 'review process' should read, 'discretionary review process.'

33 **B. Eastside South Planning Area (Page 7)**

34 **Commission consensus:**

- 35 • Discussion whether or not to capitalize references to north, south, east, west.
36 Recommends capitalizing if this is the grammatical correct.

37 **1. Eastside South Sub-Area 1 (page 7)**

38 **Commission consensus:**

39 Description, Purpose, Allowed Uses, Permitted Uses, Building Footprint and Improvements: No
40 change.

41 **The Eastside South Sub-Area 2 (Page 8)**

42 Description:

43 **Commission consensus:**

- 44 • Page, 8, lines 11-13 revised to read: 'Sub-Area 2 is located adjacent to the southeastern end
45 of the runway and consists of approximately 17 acres of land that is vacant and undeveloped,
46 except for the Distance Measuring Equipment (DME) antenna and localizer enclosure.'
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- 1 • There was a discussion about the difference between the DME antenna and localizer
2 enclosure facilities. There was also discussion about the function of the instrument landing
3 system (ILS).
4

5 Allowed Uses

6 **Commission consensus:**

- 7 • Page 8, line 26 revise use to read, 'Commercial scheduled (non-charter) passenger service
8 (eg. FAA Part 139).'

9 Permitted Uses

10 **Commission consensus:**

- 11 • Page 8, line 32, revise use to read, 'Air trauma, air rescue, and air ambulance services' or
12 use same language that references these uses contained in other sections of the document.
13 • Page 9, lines 1-4 revise paragraph for better clarity.
14
15

16 Building Footprint

17 **Commission consensus:**

18 No change.

- 19 • It was noted CalFire has multiple buildings that total more than 6,400 square feet.
20 • Whether or not CalFire will relocate to the proposed location is unknown at this time.
21 • There was discussion whether Eastside South Sub-Area 2 that is the ideal location for
22 CalFire could also accommodate a commercial passenger service use.
23

24 **Staff:** A Commercial passenger service use does not require a lot of area. The issue is the cost that
25 would be involved to address the wetlands in this sub-area to be able to accommodate both CalFire
26 and a commercial passenger service use. The State will incur substantial costs associated with
27 improvements and wetland issues for relocation of CalFire to this sub-area that this is not possible at
28 this time given the present state of the economy.
29

30 There was discussion about the potential benefit of private development of Eastside South Sub-Area
31 2 since it is unknown whether CalFire will ever relocate to this sub-area.
32

33 **5B. Hangar Inspection**

34 **Airport Manager Owen** reported hangar inspections are taking place. Most of the hangars in
35 compliance with Airport Hangar Policies and Procedures have been inspected. Staff will provide the
36 Commission with an update of those hangars not in compliance and/or those tenants that have not
37 responded to the letter advising that hangar inspections are taking place.
38

39 **5C. Sub-Committee Airport Noise**

40 **Airport Manager Owen** reported the sub-committee has met to review the Quiet Flying Procedures
41 brochure/flier. This brochure was given to Councilmember Baldwin for review. Most of his comments
42 were about the format and/or grammatical errors. The flyer was formulated by a consultant some
43 years ago. The Committee is unsure about the specific issues Councilmember Baldwin has
44 concerning quiet flying or information about quiet flying.
45

46 Staff receives very few noise complaints and the majority of these complaints pertain to incidents in
47 the County.
48

49 **5D. Budget/Grant update**

50 **Airport Manager Owen**

- 51 • Referred to the Airport Revenue and Expenditure Budget for FY 2010-11 and advised the
52 revenue information is current as of September 1, 2010. The budget figures revenue to date
53 show a surplus even though jet fuel sales are down for this fiscal year. Overall, the budget
54 items are what they should be as projected in the budget.

- 1 • The City no longer has a grant writer. It was determined the cost of having a grant writer
2 onboard is not necessary. The money paid for grant writing services did not economically
3 offset the product of services received. Seeking grant funding for improvements to the
4 Airport is typically done by the consultant for the project with staff's assistance.
5

6 Staff annually reviews capital improvement projects with the FAA to determine which improvements
7 are necessary in order of priority and subject to FAA grant availability.
8

9 There was discussion about 'shovel ready' projects since FAA funding is usually available for these
10 types of projects.
11

12 **6. REPORTS**

13 **6A. CALSTAR**

14 **Airport Manager Owen** reported Calstar is in the process of making the necessary preparations for
15 relocation. Calstar has signed the lease and is now paying full rent for all facilities and the required
16 building permits have been issued.
17

18 **6B. Roof Ukiah Aviation**

19 **Airport Manager Owen** is working with the City purchasing supervisor and advised there will be a
20 pre-bid meeting October 6 concerning repairs to the Ukiah Aviation building.
21

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

- 23 1. Airport Land Use Plan review.
24 2. ACIP update.
25 3. Sub-committee Airport noise update and review of Quiet Flying flyer.
26 4. Hangar inspection update.
27 5. Discussion about the City Manager authorized to sign grant acceptances to expedite the
28 process for Airport improvement projects.
29

30 It was the consensus of the Commission for the next regular meeting in November to begin at 6:00
31 p.m.
32

33 **8. COMMISSIONER COMMENTS**

34 **Chair Crane** reported on the Mendocino County Land Use Commission recent meeting concerning
35 the City's request to change the B2 infill Compatibility Zone to be less restrictive relative to number of
36 stories and density of population with the intent of allowing the development of the new County
37 Courthouse building in this zone. No decision was made in this regard and the meeting was
38 continued to allow time for additional review of the information presented by Caltrans Division of
39 Aeronautics concerning the plans submitted by the City for changes to the Airport compatibility
40 requirements in the B2 infill zone.
41

42 **9. STAFF COMMENTS**

43 **Airport Manager Owen** reported a lot of valuable work is being done by prisoner inmates at the
44 Airport.
45

46 **10. ADJOURNMENT**

47 There being no further business, the meeting adjourned at 9:47 p.m.
48
49

50 _____
Eric Crane, Chair

51 _____
52 Cathy Elawadly, Recording Secretary
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