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**UKIAH REGIONAL AIRPORT COMMISSION**  
**February 1, 2011**  
**Minutes**

**COMMISSIONERS PRESENT**

Eric Crane, Chair  
Carl Steinmann  
Jeff Sloan  
Don Albright

**STAFF PRESENT**

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

**COMMISSIONERS ABSENT**

None

**OTHERS PRESENT**

Daryl Hudson  
Paul Trexel  
Lucy Neely  
Miles Gordon  
John Eisenzopf

**1. CALL TO ORDER**

The Airport Commission meeting was called to order by Chair Crane at 6:00 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 – January 4, 2011**

**Chair Crane** made the following corrections to the minutes:

Page 1, line 53, corrected to read, 'Essentially what occurs with regard to Pascoe and Port-a-Port hangars is vehicles are parked inside the hangar when aircraft is absent.'

Page 3, line 9, corrected to read, 'Freight with storefront – one parking space for every 750 sq. ft. of gross leasable floor area.'

**M/S Steinmann/Sloan** to approve January 4, 2011 minutes, as amended. Motion carried (4-0).

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

**Miles Gordon of NCO** inquired about the protocol for introducing the possibility of having a community garden project at the Airport. There are two sites of interest for development of a community garden and they include a plot of land just south of Norgard Lane on the south end of the runway and the open land in the Westside Mixed South/Central area in the B1 compatibility zone.

The Commission requested the matter be agendaized for a full discussion.

**5. DISCUSSION/ACTION**

**5A. Airport Land Use Plan**

**Senior Planner Jordan:**

- Recommended the Commission begin the review process tonight by completing the use Table 1: Building and Site Uses in attachment 2;
- Referred to the Airport Layout Map where staff has identified the current compatibility criteria for each of the specified areas to assist with the use table discussion.
- Further referred to the staff report for this agenda item that provides a summary of the work completed on the draft Airport Land Use Plan, as well as recommends additional work that can be done.

Revisions to the use table made by the Commission are attached hereto as part of the minutes.

1 **Lucy Neely:**

- 2 • Recommends providing for a new use category that would address community gardens in the
- 3 form of an agriculture use.
- 4 • One site NCO is looking at for a community garden is in the mixed westside area that is
- 5 located in the B1 compatibility zone.
- 6 • Questioned when looking at Table 7A: Current Compatibility Criteria, why 'pastures, field
- 7 crops, vineyards' are considered normally acceptable uses in the A compatibility zone or
- 8 zone that is located in the runway protection zone or building restriction line.
- 9

10 **Staff:** It is possible to create a new category for 'agriculture' and define its intensity. There has been

11 discussion about what constitutes a pasture, a field crop, and a vineyard since each use of these

12 uses is different. A community garden differs from these uses. Agriculture would essentially be an

13 inadequate term because it has different intensities. It would be important to work on definitions

14 associated with uses that involve agriculture and growing food.

15

16 **Lucy Neely:** The intent is to have a space on the Airport, preferably westside mix where people can

17 grow food because they have no space for such activity and this would be more related to 'field

18 crops.'

19

20 **Commission consensus** is to agendaize having a potential community garden at the Airport for

21 discussion.

22

23 **Commission comments of Use Table 1:**

- 24 • Intent is to consider each use in the table as to the best and highest use for each area and
- 25 subarea.
- 26 • Likes that the uses are categorized into Fixed Wing Uses and Rotocraft Uses.
- 27 • Recommends adding another category for Other Uses.
- 28 • Use Table, Footnote 3 – modified to read, 'When the corporation yard relocates, the uses
- 29 revert to the uses allowed and permitted in Eastside North Subarea 1 and Eastside North
- 30 subarea 3.'
- 31 • Aircraft painting, body work, machine shop – Discussion whether this use should be allowed
- 32 outright or require a use permit for Westside South wherein the primary concern is potential
- 33 health impacts to residents living next to the Airport.
- 34

35 **Staff:** This type of use is highly regulated having stringent standards for operation including design

36 features that the level of potential health risks to neighboring residents on the other side of the Airport

37 fence would be reduced to less than significant or zero.

38

- 39 • Automobile parking – Is a standalone activity and is not associated with a rental car business
- 40 having a low impact use that can generate income when there is no interest for another type
- 41 of use.
- 42

43 **Staff:** Best to require a use permit for automobile parking on the westside and encourage parking in

44 the communal lots as much as possible so as to conserve land for development rather than for

45 parking.

- 46 • Charters & tours – airport, helicopter – Preference would be to make two separate
- 47 categories, charter & tour airplane and charter & tour helicopter and move to rotocraft
- 48 section. Discussion about requiring a use permit for Westside South to preserve/maintain this
- 49 area for general aviation purposes. For Eastside North subarea 3, possibly include footnote
- 50 that states, 'in conjunction with rotocraft charter. Staff will review the recommendations.
- 51 • Charter & tours – hot air balloon, rigid airship – Discussion about how this use could occur at
- 52 the Airport because there would likely be a ticket office in a separate area from the site where
- 53 the activity would occur. A rigid airship is very different from a hot air balloon and not a
- 54 common aircraft seen at airports. Possibly divide charter and tour into charter and tour

1 business office separate from storage/operation of the various classes of aircraft. Staff will  
2 review and make a recommendation about this category.

- 3 • Commercial schedule passenger service (non-charter) – consider if service is rotocraft  
4 operations before determining whether use is allowed or requires a use permit for each of the  
5 areas and subareas.
- 6 • Conference room/facility – consider building with storefront that could accompany a  
7 conference room use or as an accessory use to a primary use that is allowed.
- 8 • Convenience store – consider accessory use to a primary use that is allowed; AC for  
9 Eastside South subarea 2 if there is a terminal building.
- 10 • Courier services – strike.
- 11 • Gateway development – is not a use – strike category even though it is referenced in the  
12 purpose and intent section.
- 13 • Helicopter parking – transient and heliport – move to rotocraft use section.
- 14 • Outdoor seating area – strike.
- 15 • Pilot lounge – Questioned whether a standalone pilot lounge is acceptable in Westside  
16 Central.
- 17 • Rental – airplane, helicopter – staff to review for recommendation.
- 18 • Rental car parking facility – change to ‘Rental car parking – vehicles only, no office customer  
19 service area.’
- 20 • Continue working on the use table at the next regular meeting.

21  
22 **Staff:**

- 23 • Aircraft parking & tie downs - Rotocraft parking and tie downs are separately defined.
- 24 • Flight instruction classrooms – Should be AC within a terminal building.
- 25 • Flight schools – Could have a classroom in it.
- 26 • Page 2 of the use table provides for a rotocraft flight school.
- 27 • Professional offices – aviation related – Do not be concerned with building size when  
28 determining the use, but rather on the intent, which is to build a large office that meets the  
29 minimum building footprint requirement.
- 30 • Restaurant – Is either allowed or requires a UP. It should not be considered as an accessory  
31 use.

32  
33 There was a general discussion whether or not to make a separate category for nursery and/or  
34 replace it with a similar nursery use, such as a community garden. Due to land constraints, the  
35 existing nursery use is a good fit. What type of use would work if the nursery was no longer there  
36 since there is not a lot of aviation related uses that could go in this area?

37  
38 **5B. Hangar Inspection**

39 **Airport Manager Owen:**

- 40 • There is one tenant that does not have aircraft in it and eviction proceedings are in the  
41 process.
- 42 • While there are some tenants not in compliance with their hangar lease for not having an  
43 airworthy aircraft, there are approximately three tenants in particular that either do not have  
44 airworthy aircraft and/or have aircraft that is not ‘annualled’ or insured. These tenants have  
45 been in violation of their hangar lease for some time and occupy Pascoe hangars, which are  
46 popular and in demand.
- 47 • Referred to the Airport Hangar Rental Agreement and noted the supplement to the lease  
48 addresses the hangar list procedures and eligibility requirements. Item 9 requires that aircraft  
49 must be airworthy within 12 months after the lease is signed or 12 months after  
50 implementation of these requirements.

51  
52 **Commission:**

- 53 • Supports having hangar tenants that have airworthy aircraft. They can purchase fuel from the  
54 Airport and support other services/businesses.

- 1 • There was discussion whether or not to take some type of action on the three tenants that  
2 have not been in compliance with their hangar lease agreement for some time.  
3

4 **Chair Crane** passed the 'gavel' to Commissioner Albright in order to make a motion.  
5

6 **M/S Commissioner Crane/Sloan** to recommend pursuance of legal action by the City Attorney for all  
7 non-compliant tenants that have not demonstrated an airworthy aircraft in their hangar within the past  
8 year and/or have not been current with this requirement. If the City Attorney does not proceed with  
9 prosecution proceedings, refer the matter to City Council. Motion carried (4-0).  
10

11 There was a brief discussion regarding the eviction process.  
12

13 **5C. Small Hangar Lease**

14 The Commission reviewed the lease, particularly subsection 7, Assignment. While the Commission  
15 noted a 'loophole' in the language and acknowledged that an issue exists, no action was taken for  
16 modification to the document at this juncture.  
17

18 Staff will review how other general aviation airports address hangar leases, assignments of leases  
19 with regard ownership of aircraft, subletting of hangars and succession of title to aircraft with regard to  
20 compliance with airport hangar policy and procedures for further Commission consideration.  
21

22 **5D. Budget Review 09-10 final 10-11 YTD**

23 **Airport Manager Owen** referred to the budget documents and advised of an accounting error in the  
24 posting of fuel revenue that occurred in 2009 which has been corrected.  
25

26 The Commission generally discussed the Airport expenditures, particularly expenditure line items,  
27 291, 292, and 320. The Commission will further discuss the budget.  
28

29 **5E. Blue Jay Health**

30 **Airport Manager Owen:** The eviction matter of Blue Jay Health from the Taylor Hangar will be  
31 reviewed by City Council at the regular March 16 meeting.  
32

33 **6. REPORTS**

34 **6A. CALSTAR**

35 **Airport Manager Owen** reported Calstar continues to have problems with AT&T and this is  
36 preventing them from moving forward with relocation.  
37

38 **6B. Airport Day**

39 **Airport Manager Owen:** Committee meetings are regularly occurring.  
40

41 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN FEBRUARY**

- 42 1. Hangar inspection update.  
43 2. Hangar Rental Agreement.  
44 3. Airport Land Use Plan review and use table.  
45 4. Airport Budget.  
46 5. Calstar update.  
47 6. Airport Day update.  
48 7. Blue Jay Health.  
49 8. Discussion of hangar improvement plan.  
50 9. NCO Community Garden at Airport.  
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52 **8. COMMISSIONER COMMENTS**

53 **Commissioner Albright** will be unable to attend the regular March meeting.  
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55 **9. STAFF COMMENTS**  
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**10. ADJOURNMENT**

There being no further business, the meeting adjourned at 9:58 p.m.

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Eric Crane, Chair

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Cathy Elawady, Recording Secretary