

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

**COMMISSIONERS PRESENT**

Eric Crane, Chair  
Carl Steinmann  
Jeff Sloan

**STAFF PRESENT**

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

**COMMISSIONERS ABSENT**

Don Albright

**OTHERS PRESENT**

Daryl Hudson  
Nick Bishop  
Lucy Neely  
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 – February 1, 2011**

**M/S Steinmann/Sloan** to approve February 1, 2011 minutes, as submitted. Motion carried (3-0).

**ABSENT:** Commissioner Albright

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

None.

**5. DISCUSSION/ACTION**

**5A. Gardens Project at Airport**

**Lucy Neely:**

- North Coast Opportunities (NCO) is interested in having a community garden at the Airport.
- The project relieves hunger and inadequate nutrition in low-income neighborhoods, schools, and youth enterprise projects.
- Requested the Commission consider adding 'community garden' and 'low-density community agriculture' to the list of uses at the Airport.
- Provided a definition of a community garden: 'An area of land managed and maintained by a group of individuals to grow and harvest food crops and/or non-food crops, ornamental crops (such as flowers) primarily for personal or group use, consumption, or donation. Such a space will be divided into communal space and into individual/family plots approximately 10' x 20' in area.'
- Provided a definition of low-density community agriculture: 'An agriculture project that may involve multiple parties growing crops together, but not to exceed ten people per acre.'
- Table 7 of the Mendocino County Airports Land Use Plan (ALUC) provides the relevant zoning guidelines:
  - Compatibility Zone A
    - Location – Runway Protection Zone
    - Maximum densities, non-residential uses is 10 people per acre
    - Normally acceptable uses are pastures, field crops, vineyards, automobile parking.

The low-density community agriculture would be appropriate in Compatibility Zone A based on maximum density allowed per acre.

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2 ➤ Compatibility Zone B1

3 Location – Approach/Department Zone and adjacent to runway

4 Maximum densities, non-residential uses is 60 people per acre

5 Normally acceptable uses are the same as in Zone A.

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7 The Community garden would be appropriate in Compatibility Zone B1 based on maximum  
8 density allowed per acre because of the allowed higher density.  
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- 11 • Whether or not a community garden at the Airport is feasible depends on many factors that include costs as a primary factor that typically include rent and water costs.
  - 12 • The nature of community gardens are such that they operate on very limited budgets as much as possible.
  - 13 • Commented on the Cleveland Lane Community Garden that is operating on City-owned property and the rental fee with the City is \$1 per year. The Cleveland Lane Community Garden is an example of a successful garden that serves the community well.
  - 14 • Is interested in discussion about development plans for the open land in the Westside Mixed South/Central area in the B1 Zone and the plot of land just South of Norgard Lane on the south end of the runway. That segment of land just south of the Norgard lane would be appropriate for a low-density community agriculture use.
  - 15 • Areas in the community that are not served well in terms of having a community garden are those in around the Airport, as well areas south of the Airport.
  - 16 • Each community garden is different.
  - 17 • NCO formulates a structure for the Community Garden, including the necessary guidelines and agreements, is the holder of the liability policy and works with the landowner.
  - 18 • Most of the gardens are fenced.
  - 19 • Understands the nature of community gardening has an impermanence association, and the reality is luck if a piece of land can be locked into to do a garden project. The preference is to have a 3-5 year lease agreement allowing sufficient time for a garden to thrive.
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31 There was general discussion about the irrigation process and water source.

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33 **Lucy Neely**

- 34 • Noted community garden projects generally tap into an existing water meter and payment is calculated based on the difference between present and past usage as opposed to installing an individualized meter for a project.
  - 35 • A drip system is used for irrigation purposes whereby water conservation is emphasized and taught.
  - 36 • Thought will be given to the cost of having a meter installed.
  - 37 • The nature of community gardens is to keep costs down as much as possible.
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42 **Commission:**

- 43 • The problem with having a community garden at the Airport is it is not the best and highest use of land so if someone wanted to develop the area the community garden would have to go. A community garden would have a short term lease, no more than one year and paid for upfront at the beginning of each growing season.
  - 44 • Looked at the Airport Layout Plan where staff marked the A and B1 airport compatibility zone areas for discussion of alternative locations for a community garden.
  - 45 • There was discussion that the area in around the Equipment Repair business in the Westside North may be the most suitable location for a community garden. There was discussion about access and parking for a community garden use, including parking availability on State Street.
  - 46 • Concerned that the Airport may not be the most feasible area to have a community garden because of the density issue and compliance with FAA rules and regulations.
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- It may also be some of the areas targeted may not have good soil conditions in which to cultivate a garden including contamination from Public Works dumping and City Corporation Yard spills.
- Land use is important.
- The Airport charges \$.02 a square foot a month for building/ground rent and rent must be charged to all tenants whether or not they lease ground or buildings as part of the FAA Grant Assurance requirements relative to the Airport operating as an Enterprise Fund.

**Nick Bishop** recommended using raised beds noting the only gardening essentials necessary are good soil, sunlight and water.

**Staff:** Consideration will have to be given on how to control the 10 people per acre if an area is selected in Zone A for a community garden.

There was discussion how much area is needed for a community garden having field crops and/or vegetables.

**Staff:** Asked about circumstances where land is divided such to accompany different crops that families attend together versus plots that are divided for individual families to attend.

**Lucy Neely:** There are times when families have individual plots they attend to, but this may not be feasible at the Airport because some families are large. A low density community garden may be more appropriate for the Airport.

There was discussion concerning possible discretionary review for a community garden use and whether a Determination of Appropriate Use would be a consideration.

**Staff:** A Determination of Appropriate Use would not likely be appropriate because a community garden use should meet the applicable compatibility zone criteria for the areas being considered.

**Commission consensus:**

- Requests staff review City agreements that involve community gardens and FAA Grant Assurance requirements before a community garden can be considered as an acceptable use, particularly if ground rent for space must be a nominal fee or minimal at best.
- Would like to review the Cleveland Lane Lease agreement with the City and learn more about community garden requirements.
- Continue Commission discussion of allowing for a community garden with more thought given to density, land use and environmental issues, size, terms of lease, and location.

**5B. Amendment to the Ukiah Regional Airport Master Plan**

**Planning Director Stump:**

- The Mendocino County Airport Land Use Commission has purview over areas off the Airport grounds. It is for this reason that matters involving the airport compatibility zone for areas off the Airport must be reviewed by the Mendocino County Airport Land Use Commission.
- In January 2011, the Mendocino County Airport Land Use Commission approved the City's request to amend the Mendocino County Airports Comprehensive Land Use Plan (CLUP) to allow three-story public buildings in the B2 Airport Compatibility Zone north of the Ukiah Airport.
- City staff is now proposing to amend the City's Airport Master Plan to be consistent with the Mendocino County CLUP.
- The purpose of the new language is to assist with the facilitation of a new three-story Courthouse in the Downtown area and a potential new three-story County Justice Building.
- CalTrans Aeronautics reviewed and did not object to the development of a three-story Courthouse in the B2 Infill area north of the Airport. Accordingly, the Mendocino County Airport Land Use Commission reviewed Caltrans analysis in support of a two-story

- 1 Courthouse in the B2 Infill area and considered technical information, received public  
2 comments before approving the proposed amendment to the Mendocino County Airports  
3 Comprehensive Land Use Plan to allow public buildings to exceed two-stories. The issues  
4 considered by Caltrans Aeronautics and the Mendocino County Airport Land Use  
5 Commission pertain to height, noise and safety and these issues are specifically addressed  
6 on pages 4-10 of the staff report.
- 7 • The State Office of the Courts has been advised of the aforementioned decision.
  - 8 • The language adopted by the Mendocino County Airport Land Use Commission and  
9 proposed for the City's Airport Master Plan is provided for in the staff report for this agenda  
10 item.
  - 11 • Staff is asking the Airport Commission to review the proposed amendment to the City's  
12 Airport Master Plan, provide input and make a recommendation to Council.

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14 **Chair Crane** inquired about the density issue in conjunction with the three story request.

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16 **Planning Director Stump** stated the 'density alteration request' was abandoned in the discussions.

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18 **Chair Crane:**

- 19 • Serves as a Commissioner on the Mendocino County Airport Land Use Commission.
- 20 • Was one of the dissenting votes to allow three-story public buildings in the B2 Airport  
21 Compatibility Zone and corresponding request to amend the Mendocino County Airports  
22 Comprehensive Land Use Plan.
- 23 • Such an alteration to the Mendocino County CLUP would affect land use around the  
24 Courthouse facility.
- 25 • Such an alteration allows for 'piece-meal' development.
- 26 • Does not support piece-meal kinds of development. While planning principles can be  
27 somewhat broad-based/flexible, they should extend beyond a single project.
- 28 • Recalled that Caltrans initially had some concerns about the development of a three-story  
29 Courthouse in the B2 Infill zone particularly as it relates to the density issue and subsequent  
30 modification to the B2 zone, but ultimately had no objection.

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32 **Planning Director Stump:**

- 33 • Addressed the concern of 'piece-meal' development and stated the Courthouse project is a  
34 State project and exempt from any kind of official review.

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36 **Chair Crane:**

- 37 • The issue of height was essentially not the problem. The Mendocino County CLUP does not  
38 have a height restriction other than the bottom of the approaches. Provided there is no  
39 encroachment into this area the FAA does not care. The City of Ukiah zoning requirements  
40 does have a height limitation to restrict height on buildings.

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42 **Planning Director Stump:**

- 43 • While the City has a maximum 50-foot height limitation, this restriction does not apply to the  
44 State.
- 45 • City Council has been cognizant of City staff discussions with Caltrans and the Mendocino  
46 County Airport Land Use Commission regarding the B2 Infill compatibility zone and possible  
47 modification to the language.

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49 **M/S Sloan/Steinmann** to recommend City Council amend the Ukiah Regional Airport Master Plan to  
50 maintain consistency with the Mendocino County Airports Comprehensive Land Use Plan. Motion  
51 carried with the following roll call vote:

52 **AYES:** Commissioners Sloan and Steinmann

53 **NOES:** Chair Crane

54 **ABSENT:** Commissioner Albright

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1 **5C. Airport Land Use Plan**

2 The Commission continued discussion of Table 1: Building and Site Uses and the revisions made  
3 have been incorporated herein as part of the minutes.

4 Commission likes how the uses are categorized: 'Fixed Wing Uses,' 'Rotocraft Uses,' and 'Other  
5 Uses.'

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7 **Commission consensus:**

- 8 • Fixed Wing Uses, change all uses with the term 'aircraft' to 'airplane' for these uses.
- 9 • Charters & Tours – hot air balloon, rigid airship is for office use and move to 'Other Uses'
- 10 • Airport Staff to look at FAA regulations regarding rotocraft parking – transient and rotocraft  
11 parking & tie downs for Westside South and Westside Mixed South/Central to validate  
12 Commission's decision concerning the application of the uses in these areas.
- 13 • Modify use category, rotocraft storage & support structures to read, 'rotocraft storage &  
14 support equipment,' Additional considerations & requirements should read, 'without  
15 structures' for this use category.
- 16 • Strike 'temporary/interim uses – up to.'

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18 **5D. Hangar Inspection**

19 **Airport Manager Owen reported:**

- 20 • Has a list of the individuals that were not in compliance with the Airport Hangar Procedures  
21 and Policy List.
- 22 • Airport staff sent these individuals notices advising of the hangar violation.
- 23 • Staff received a response from the tenants who received notices of hangar violation with the  
24 exception of one notice that came back due to insufficient address.
- 25 • Two hangars became available today to rent. The former tenants did not have an air-worthy  
26 aircraft in them.
- 27 • Tenants that were not in compliance with hangar policy are responsibly working toward  
28 getting into compliance.
- 29 • Staff has inspected all of the hangars and documented accordingly.

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31 **Nick Bishop** asked about how much flexibility is allowed for a tenant that for one reason or another  
32 does not have an air-worthy aircraft in his/her hangar before eviction proceedings begin.

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34 **Airport Manager Owen:** There is a specific process for hangar eviction. Realistically, there is a lot of  
35 leeway and staff is willing to work with a tenant in this regard.

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37 **Commission:** The purpose of conducting hangar inspections is essentially to ensure a person is  
38 responsibly working on an airplane so it is air-worthy as opposed to the storing of parts.

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40 **Small Hangar Lease**

41 **Airport Manager Owen:**

- 42 • There was continued discussion of the small hangar lease agreement, particularly subsection  
43 7, Assignment and the corresponding loophole that exists in the language. It was noted no  
44 one has taken advantage of this loophole having to do with transfer of ownership of aircraft  
45 and discrepancy between the person(s) holding title to the airplane in the hangar and the  
46 person(s) on the Airport Hangar Lease Agreement.
- 47 • There was also discussion of subsection 5, Replacement Aircraft.
- 48 • It was noted with regard to subsection 15, Insurance, the coverage outlined in this section is  
49 not realistic and the figures covering bodily injury and property damage should likely be  
50 higher. It would be beneficial to look at the individual insurance coverage for aircraft in  
51 hangars and consider changing the insurance requirements in the hangar lease agreement.
- 52 • At some point the Airport Hangar Rental Agreement should be updated.
- 53 • No changes were made to the document.

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55 **5F. Budget Review 09-10 final 10-11 YTD**

1 The Commission had no questions regarding the budget with the exception of budget line item 291,  
2 General Government Service Charges.

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4 **M/S Sloan/Steinmann** to draft another letter to City Council requesting a breakdown of Airport  
5 Expenditure, line item 291. Motion carried (4-0).

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7 **5G. Blue Jay Health**  
8 **Airport Manager Owen:**

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  - The eviction matter of Blue Jay Health will be reviewed by Council at the regular March 16  
10 meeting because the hangar is not being used for aviation-related purposes.
  - Requested a Commissioner be present at this meeting.

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13 There was Commission discussion about the possible legal ramifications associated with this matter  
14 as a result of the verbal agreement between a former Airport Manager and the Blue Jay Health tenant  
15 and the 'perception' created on the part of the tenant that the intended use of the hangar was  
16 acceptable.

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18 **6. REPORTS**

19 **6A. CALSTAR**

20 **Airport Manager Owen:**

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  - Calstar has relocated.
  - Calstar is paying ground rent for the existing pre-manufacturing buildings adjacent to the  
22 Airport Terminal Building that are owned by Calstar. Calstar has not made a decision about  
23 these structures.

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26 **6B. Airport Day**

27 **Airport Manager Owen:**

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  - Airport Day is Saturday, June 11, 2011.
  - Committee meetings will be ongoing until the event.

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31 There was discussion about the proposed activities planned for the event.

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33 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN APRIL**

- 34
  1. Community Garden Project.
  2. Hangar Inspection and Hangar List update.
  3. Airport Land Use Plan.
  - 37 4. Small Hangar Lease Agreement.
  - 38 5. Budget, Expenditure Account, 291 and review of letter to Council in this regard.

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40 **8. COMMISSIONER COMMENTS**

41 None.

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43 **9. STAFF COMMENTS**

44 **Airport Manager Owen:**

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  - Enterprise Rent a Car will no longer be a tenant on the Airport and is closing its doors in the  
46 Terminal Building. Their customer service has been poor for a while.
  - Commented on the status of the Willits Regional Airport and possible closure thereof.

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49 **10. ADJOURNMENT**

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

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Eric Crane, Chair

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Cathy Elawadly, Recording Secretary

