

**UKIAH REGIONAL AIRPORT COMMISSION**  
**August 2, 2011**  
**Minutes**

**COMMISSIONERS PRESENT**

Eric Crane, Chair  
Don Albright  
Dottie Deerwester  
Carl Steinmann

**STAFF PRESENT**

Greg Owen, Airport Manager  
Cathy Elawadly, Recording Secretary

**COMMISSIONERS ABSENT**

None.

**OTHERS PRESENT**

Daryl Hudson  
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** – June 7, 2011

**M/S Albright/Steinmann** to approve June 7, 2011 minutes as submitted with Commissioner Albright abstaining. Motion carried (3.0).

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

None.

**5. INTRODUCTIONS**

**5A. New/Reappointed Commissioner**

**Airport Manager Owen:**

- Welcomed newly reappointed Commissioner Dottie Deerwester and thanked her for servicing again.
- Jeff Sloan is no longer on the Commission. There was one County seat available on the Commission and two County residents reapplied. Council basically did a coin toss and Carl Steinmann is the newly appointed Commissioner filling the County seat. One City seat on the Commission is still open.
- Thanked Jeff Sloan for servicing on the Commission and for all of his hard work.

**6. DISCUSSION/ACTION**

**6A. Grant – Update**

**Airport Manager Owen:**

- The Hill International, Mead & Hunt and QES team has been selected by Caltrans to conduct a pavement study at the Airport. The study is 100% funded by the State and will help the Airport better understand its needs for future projects.
- The grant is the pavement study.
- City workers may do some crack sealing improvements in the Fall to the runways.

**6B. Tenant Improvement Program**

**Airport Manager Owen:**

- The proposed Airport Tenant Improvement Guideline has been reviewed by the City Risk Manager and the City Attorney. No comments regarding the document have been made yet.
- Asked the Commission to provide input.

**Commission:**

1 **Q1.** Does the document directly address insulation? Would insulation be viewed as a Type 1 or  
2 Type 2 project? Insulation is a rather simple project.

3 **Q2.** Is there a list for hangar improvements?  
4

5 **Staff:**

6 **A1.** Insulation is not specifically addressed in the document.

7 **A2.** The tenant improvement program allows tenants to make hangar improvements whereby the  
8 tenant may request rental credits for any improvements for a Type 1 or Type 2  
9 improvements. A rental credit request over \$5,000 must be approved by City Council.

10  
11 Tenant improvement is defined as any construction, remodeling, addition, new building, build-  
12 out of shell space, deletion or addition of communication lines and/or conduit (e.g. telephone  
13 lines, fiber, wireless application, and data circuits, any utilities including but not limited to  
14 water, gas electrical, HVAC,) signage, parking, landscaping, etc., performed by or for any  
15 tenant occupying space within the Airport boundaries.

16  
17 Some tenants have expressed an interest in making repairs to their hangars. The Airport  
18 Tenant Improvement Program provides a way to get the work done. The process begins by a  
19 tenant completing a project request.  
20

21 **Commission:**

- 22 • Type 1 projects involve more intensive types of improvements compared to Type 2 projects  
23 that are very simple in nature.
- 24 • It is likely most tenants would be interested in the simple types of improvements as opposed  
25 to doing a project that could involve extensive remodel of existing buildings, additions to  
26 existing buildings, build-out of shell space, extensive site work and other types of more  
27 intensive types of improvements.
- 28 • Recommended making a list of the project improvements that could be done according to the  
29 project type.  
30

31 **John Eisenzopf:** Asked about general maintenance for hangars and whether there is a maintenance  
32 schedule.  
33

34 **Chair Crane:** General maintenance should be the responsibility of the Airport. General maintenance  
35 likely occurs on a complaint basis.  
36

37 **Airport Manager Owen:**

- 38 • If problems occur regarding the function of a hangar, recommends making an appointment  
39 with staff to make the repairs.  
40

41 There was discussion about the condition of some hangars, particularly roof repairs or hangars that  
42 have drainage issues during the winter months.  
43

44 **Commission:**

- 45 • Making an appointment for repairs may be a good opportunity for staff to conduct a hangar  
46 inspection and assess what a hangar may need in the way of repairs.
- 47 • Inquired about how the rent credit would work.  
48

49 **Staff:**

- 50 • Rental credit will likely be a percentage of the rent and the percentage amount has not yet  
51 been determined. The percentage would be no more than 50%.
- 52 • Allowing for a negative rent because of work done by tenants and the rental credits they will  
53 receive would not be economically feasible for the Airport. To protect the Airport in this  
54 regard, staff would make a determination based on the number of repairs requested as to  
55 when the repairs can be done.

- 1 • The Airport could not financially sustain every tenant having a rental credit at the same time.  
2

3 **Chair Crane:**

- 4 • Think about creating an expense line item in the budget for tenant improvements since tenant  
5 improvements are essentially part of the maintenance budget.  
6

7 **Commission:**

- 8 • The tenant improvement program is really a deal for both the Airport and the tenants because  
9 improvements are being made by tenants potentially at half price and they do not have to pay  
10 prevailing wage.  
11 • Ensure the program complies with Forced Accounting rules. A hangar is leased space and is  
12 not the property of City. Also, tenants pay a possessory interest tax on the hangar that  
13 represents a good demonstration the hangar is in private use.  
14 • Recommends defining a project type for roof repair/replacement in the program so as to  
15 adhere to a specific standard. Having a uniform standard makes roof repair of varying types  
16 comply with the standards to discourage/eliminate repairs that do not conform to Airport  
17 standards. If, for instance, a tenant wanted to seal cracks in a roof to a hangar, this would be  
18 Type 2 project.  
19

20 It may be a tenant wants to make a repair without taking advantage of a rental credit, but rather just  
21 wants approval to make the improvements. It may also be the repair is a maintenance repair that can  
22 be done by staff.  
23

24 **Staff:** Recommends creating a subcommittee to work out the details of the program as well as define  
25 the corresponding specifications for projects in anticipation of the types of projects that could be  
26 requested.  
27

28 It was noted Commissioner Albright and Chair Crane will serve on the subcommittee.  
29

30 **John Eisenzopf:** Is concerned that repairs will not get done without a having a regular maintenance  
31 schedule.  
32

33 It was noted there are some repairs that cannot be done by staff particularly when a building  
34 component/part needs to be replaced.  
35

36 **6C. Blue Jay Health – Update**

37 **Airport Manager Owen:** The City Attorney has started unlawful detainer proceedings. Staff will  
38 provide updates about this matter. The City Attorney had issue with how to go about an unlawful  
39 detainer proceeding and with taking possession of the hangar facility for just one hangar in violation  
40 with the Airport Hangar Policy because of the circumstances since the City owns the land, but not the  
41 Hangars. It may be the Courts would frown on the City for going after the hangar facility for just one  
42 tenant. The way the lease is written, the City is able to actually evict Blue Jay Health and this is the  
43 approach being taken.  
44

45 **John Eisenzopf:** It is not often that private money comes to do the Airport to do a project and  
46 cautioned the City putting owner Greg Taylor in the 'cross-fire' of the Blue Jay Health eviction matter  
47 because this might discourage future developers desiring to make an investment in the Airport.  
48

49 There was Commission discussion about the Greg Taylor Hangars, noting Mr. Taylor was clearly  
50 made aware that hangars must be used for aviation purposes with the understanding that non-  
51 aviation related would be acceptable temporarily to generate income provided Mr. Taylor actively  
52 advertise for an aviation-related use. Blue Jay Health was intended to be an aviation-related use  
53 operating as emergency preparedness agency, but the hangar ended up being used for storage  
54 purposes instead and this is the reason for the eviction.  
55

56 **6D. CALSTAR relocation – Update**

1 **Airport Manager Owen:**

- 2 • Discussion of this agenda item was made at the request of Chair Crane.  
3

4 **John Eisenzopf:**

- 5 • Does not support allowing rotocraft and fixed-wing aircraft to operate in the same area  
6 because the two uses are not compatible.  
7 • Is of the opinion rotocraft operations should occur on the Eastside of the Airport as opposed  
8 to the Westside.  
9 • Does not have a problem with Calstar as an emergency rescue service.  
10 • Does have a problem allowing rotocraft operating in close proximity to fixed-wing aircraft on  
11 Westside North because of issues related to safety and debris causing damage to personal  
12 and private property.  
13

14 **Eric Crane** desired to table this agenda item because the person asking for discussion of this item is  
15 not present.  
16

17 **7. REPORTS**

18 **7A. Airport Land Use Plan Guidelines**

19 **Airport Manager Owen:**

- 20 • The Airport Commission has completed review of the land use plan document and supports  
21 adoption by Council. A considerable amount of time, effort and thought by the Commission  
22 went into making a valuable working document that will help shape and guide future planning  
23 and development at the Airport.  
24 • The Planning Commission is in the process of discussing the document having recently  
25 conducted a public workshop. When review of the document is complete, Planning  
26 Commission will make a recommendation to City Council for adoption.  
27

28 **7B. Airport Day**

29 **Airport Manager Owen:**

- 30 • The event turned out well.  
31 • The airplane rides were popular.  
32 • Thanked Nick Bishop for scheduling the display and vintage aircraft to be present for Airport  
33 Day.  
34 • Also thanked Mike Whetzel for his assistance with orchestrating the airplane rides.  
35

36 There was general discussion of the event relevant to the planned activities, vendors, booths, setup  
37 plan, and aircraft activities.  
38

39 **8. AGENDA ITEMS FOR NEXT REGULAR MEETING IN AUGUST**

- 40 1 Hangar Maintenance  
41 2. Tenant Improvement Program sub-committee report  
42 3. Blue Jay Health update  
43 4. Noise Abatement  
44 5. Airport Land Use Plan  
45 6. Budget and fuel sales  
46 7. Redding Auto Body Encroachment update  
47

48 **9. COMMISSIONER COMMENTS/STAFF COMMENTS**

49 **Airport Manager Owen** report that Floyd Smoller has passed away and services will be held for him  
50 in Santa Rosa on Sunday, August 7.  
51

52 The Airport has a new mailbox/lockbox that will be installed shortly. The existing row of mailboxes will  
53 be removed and replaced with the new lockbox, which will be an improvement to the Airport.  
54

1 The Airport has been very busy lately with the Civil Air Patrol and other helicopter activity related to  
2 CAMP and marijuana eradication operations in the national forests.

3  
4 **10. ADJOURNMENT**

5 There being no further business, the meeting adjourned at 7:10 p.m.

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7  
8 \_\_\_\_\_  
9 Cathy Elawadly, Recording Secretary  
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