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UKIAH REGIONAL AIRPORT COMMISSION
September 6, 2011
Minutes

COMMISSIONERS PRESENT

Don Albright
Dottie Deerwester
Carl Steinmann

STAFF PRESENT

Greg Owen, Airport Manager
Ken Ronk, Airport Assistant
Cathy Elawadly, Recording Secretary

COMMISSIONERS ABSENT

Eric Crane, Chair

OTHERS PRESENT

Daryl Hudson
John Eisenzopf

1. CALL TO ORDER

The Airport Commission meeting was called to order by Vice Chair Albright 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 – August 2, 2011

M/S Steinmann/Deerwester to approve August 2, 2011 minutes as submitted. Motion carried (3.0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None.

5. DISCUSSION/ACTION

5A. Tenant Improvement Program

Airport Manager Owen:

- The Tenant Improvement Program subcommittee met to review the document. A few minor revisions were made regarding: 1) Amount of rental credit required for final approval by Council as recommended by the Airport Commission. 2). Addition of Type 2 projects to include rain gutters, sealing around the bottom of a hangar, and painting the floor of a hangar, insulation and other project types that correspond with this category.
- Projects categorized as Type I Projects would require a permit by Planning and Building Department because the improvements are considered 'major.'
- The subcommittee did discuss adding a Type 3 Project category. Questioned what types of projects should be classified as Type 3 compared to Type 2.
- A door change-out (remove/replace) could be considered a Type 2 project and would depend on the scope of the project. A whole new door system would be a Type 1 Project.
- It is likely most forms of permanent electrical improvements would be a Type 1 project because of the need for inspections. The change of a light bulb would be an example of a Type 2 project.
- Type 1 projects trigger permits from planning or building departments.

Commission:

- It may be electrical improvements should be listed under Type 1 projects and documented that this depends on the nature of the work and also list under Type 2 projects because it demonstrates that not every project is in one category. Another example is a door change. This improvement could also be listed as a Type 1 or Type 2 project scenario depending upon the nature of the project. For more simplified projects such as a door removal or replacement can be listed as a Type 2 project, but for other improvements such a change to a door system would be listed as a Type 1 project. The project type also depends on the door type.

- 1 • There has been past Commission discussions about paint on buildings including logos. With
2 regard to Type 2 projects would there be any discussion about the color and/or how will this
3 be addressed?
4 • Depending on the nature of the project and in order for a project to move forward would
5 require Airport Commission review. The Airport Manager would exercise his judgment
6 whether or not a project requires Commission review.
7

8 **Staff:**

- 9 • There should likely be a review process for paint and color to keep all buildings relatively the
10 same color so they aesthetically match and have uniformity. Any questions concerning paint
11 and color would be addressed by staff when the tenant completes the application request.
12 The Tenant Improvement Program does not stipulate automatic approval and in the case of
13 paint, the Airport Commission and staff would review the project. Is of the opinion if a tenant
14 wants to paint a hangar the Commission should review the project.
15 • Currently all tenant improvements require City Manager and Airport Manager approval. Under
16 the new Airport Tenant Improvement Guidelines the Airport Manager would make decisions
17 about a project in terms of possible permit requirements and level of review as to how the
18 project should proceed.
19 • The intent of the Guidelines is to make it easier for tenants to get work done on hangars
20 without having to go through all the steps that presently exist for tenant
21 improvements/repairs. What typically occurs now is that any project that would go to the City
22 Manager is referred back to the Airport Manager.
23

24 **Vice Chair Albright:**

- 25 • Most door change-outs would be a Type I project, but there may be situations where a tenant
26 just wants to reinforce a door and this improvement would probably be a Type 2 project. Is of
27 the opinion a repair to a door would be a Type 2 project unless the repair is something
28 structural and this would constitute a Type 1.
29 • Permanent electrical installations would be classified as a Type I project.
30 • What is typically considered a temporary repair/installation should be considered a Type 2
31 project.
32 • Because there are so many types of improvements and varying scopes/components to each
33 improvement type the subcommittee was not able to effectively/realistically identify, list and
34 categorize each and every type of improvements. It may be the Guideline document should
35 be broad in nature and that each project be reviewed as the request comes forward relative
36 to the project type and corresponding process required.
37

38 **Commissioner Deerwester:**

- 39 • Requested the Commission be informed of potential projects.
40 • Asked how the process would work in terms of rental credits.
41

42 **Staff:** The project must be completed in order to get rental credit. Tenants fronting money for
43 improvements would want to complete their project and get the rental credit. Again, the intent of the
44 program is to encourage tenant improvements.
45

46 **Staff:** Will agendaize the Ukiah Regional Airport Tenant Improvement Guideline document for further
47 review.
48

49 **Vice Chair Albright:** A large rental credit would have to be addressed in different manner.
50

51 **John Eisenzopf:**

- 52 • Is of the opinion hangar maintenance should be 'Airport driven' rather than by tenants
53 requesting improvements. In all fairness a tenant on a month-to-month lease who is making
54 improvements/repairs should be on a long term lease if he/she is putting money into a
55 hangar.

- 1 • Consulted with his insurance company about what would occur should a hangar door fall on
2 his airplane. The insurance company stated the adjuster is going to document the condition
3 of the hangar as part of the claim. This may be problematic if there are no maintenance
4 records available for a particular hangar where the insurance company may try and recover
5 the money from the City.
6

7 **Staff:** Talked about hangar door maintenance and noted staff consulted with a local hangar door
8 repair company that was not interested in an annual contract with the Airport to perform maintenance
9 and maintenance checks on hangar doors. The company will make repairs to hangar doors as
10 needed. The preference is to contract with a company to assess the condition of the doors, make
11 recommendations and make repairs as necessary. Grease and lube maintenance jobs can be
12 performed by staff.
13

14 **John Eisenzopf:** Some of the hangar door maintenance can be done by staff.
15

16 **Staff:** The Airport does have a maintenance schedule. What typically occurs is when a hangar is
17 vacated staff performs the maintenance. The intent is to be able to perform maintenance to hangars
18 more frequently.
19

20 **5B. Noise Abatement**

21 **Airport Manager Owen:**

- 22 • The Airport has a noise abatement program. The Airport has brochures regarding quiet flying
23 procedures and policies.
24 • Staff addresses all noise complaints. The Airport has received very few complaints about
25 noise over the years. Complaints received typically are related to other areas in Mendocino
26 County and are not in the vicinity of the Airport.
27 • The FAA does not allow local information about quiet flying procedures on the ASOS.
28

29 It was suggested the quiet flying procedures and policies brochure are more readily made available to
30 Airport users.
31

32 **5C. Blue Jay Health – update**

33 **Airport Manager Owen:**

- 34 • The City Attorney has been working on this issue and the plan formulated was instead of
35 filing eviction proceedings against Gregg Taylor was to have Mr. Taylor to sign an agreement
36 allowing the City to evict the owner/tenant of Blue Jay Health.
37 • The 30-day notice of termination has been served on Mr. Heimberg that his Rental
38 Agreement will terminate on September 12. If he has not moved out by this date, the City will
39 file an unlawful detainer action.
40 • One option would be to use a 3-day notice to terminate based on the use violating the lease
41 requirement, but the City Attorney is of the opinion the extra 27 days to avoid any issues in
42 court as to whether the City has cause to terminate is worth the extra time. The month-to-
43 month rental agreement undercuts all the arguments that the tenant had unlimited time to
44 commence his emergency drug storage use or that he is damaged by the City deciding not to
45 give him any more time. Mr. Taylor could have terminated the lease at any time after October
46 2007.
47 • At the regular October Commission meeting, staff will provide an update and of a possible
48 court date if the matter gets to this point.
49 • If the tenant was to comply with Airport Hangar Procedures and Policies by having an
50 aviation-related use and/or having an air-worthy aircraft there would be no eviction
51 proceedings.
52

53 **5D. Budget & Fuel UTD 2010/11**

54 **Airport Manager Owen:**

- 1 • Asked the Commission to review the Airport projected and year-end revenues and
2 expenditures.
- 3 • The last 'YTD posted' expenditures are from FY July 2010 thru June 2011. The final year-end
4 postings to include any or all adjustments will likely occur in January 2012.

5
6 **Commission:** Airport Revenues, Airport ground rent, is higher.

7
8 **Staff:**

- 9 • This is reflective of Calstar paying for their new facility. The projection was \$63,500 and the
10 YTD posted indicates \$105,390.
- 11 • Will ask the City finance department how the Airport ground rent category is split up because
12 it consists of a combination of ground and hangar rent. However, most of the revenue in this
13 category is from Calstar.

14
15 **Commission:** Noted with the exception of three categories, the Airport exceeded its projected
16 revenue.

17
18 **Staff:**

- 19 • Referred to the expenditures and advised group insurance increased significantly.
- 20 • Referred to Fuel Sales spreadsheet relative to Jet A, Calstar, and Avgas sales, and noted
21 Calstar has a separate category because their fuel rate is different. Calstar currently pays
22 \$.70 a gallon over cost and this rate will increase to a \$1 above cost in March of this fiscal
23 year. Calstar is purchasing a significant amount of Jet fuel and bought almost 40,000 gallons
24 last year.

25
26 **Vice Chair Albright** inquired about expense item 340, General Insurance and if this expenditure is
27 driven by City Hall?

28
29 **Staff:** The 340 account is formulated by City Hall.

30
31
32 **Vice Chair Albright** inquired about expense item 303, vehicle repair & maintenance and what this
33 expenditure represents.

34
35 **Staff:** The 303 account represents all the Airport vehicles. Fuel filters for the trucks are billed to this
36 account.

37
38 There was discussion regarding expense line item, 451 Aviation Fuels and Lubricants (YTD posted)
39 in the sum of \$599,825. \$567,000 represents the estimated amount of fuel the Airport intended to
40 purchase. Staff estimated the Airport would sell \$851,500 worth of fuel, but actually sold
41 \$789,727(YTD posted), which is reflective of the mark-up price for fuel, including the mark-up price
42 for Calstar. The fuel mark-up for Calstar is different than for Jet A or Avgas.

43
44 **Commission:** Asked if it were possible to show a breakdown of the fuel margins between Jet A and
45 Avgas YTD.

46
47 **Staff:** Will provide this information.

48
49 **Commissioner Deerwester:** Are expense line items 117,119 and 120 incorporated into expense
50 items 110, 111, and 115 or are they different line items?

51
52 **Staff:** They are different line items. City Hall administration formulates the revenue and expense
53 numbers.

54
55 **5E. Redding Auto Body Encroachment – update**
56 **Airport Manager Owen:**

- 1 • Staff is seeking to remove the fence.
- 2 • The City Attorney is reviewing the matter whether or not the fence should be permanently
- 3 removed.
- 4 • Staff has consulted with the City Attorney about renting ground space to Redding Auto Body
- 5 as opposed to moving the fence to where it belongs or taking it down. The ground rent would
- 6 likely be \$15 per month.
- 7

8 **Commission:** The best approach may be to charge Redding Auto Body \$15 per month for
9 encroaching on Airport property.

10
11 **6. REPORTS**

12 **6A. Airport Land Use Plan Guidelines**

13
14 **Airport Manager Owen:**

- 15 • The Planning Commission will continue its review of the document with a recommendation to
- 16 City Council for approval and this that is tentatively set for the regular September 28
- 17 Commission meeting.
- 18 • Will keep the Commission informed about the progress and process.
- 19

20 **6B. Airport Maintenance**

21 **Airport Manager Owen:**

- 22 • A runway maintenance day will occur on September 12. The Airport will shut the runway
- 23 down as best possible from 7 a.m. to approximately 10 a.m. for cleaning purposes.
- 24 • Is hopeful City street crews will remove the weeds from the cracks in the runways and crack
- 25 seal them when the weather is cooler.
- 26

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

- 28 1. Tentative Improvement Program
- 29 2. Blue Jay Health update..
- 30 3. Redding Auto Body Encroachment update
- 31 4. Airport Land Use Plan Guidelines update
- 32 5. Report on Airport maintenance day
- 33

34 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

35 **Airport Assistant Ronk** noted most people know that Floyd Smoller passed away and his wife will
36 host a celebration of his life on September 18 at 4:00 p.m. at their Redwood Valley home.

37
38 **Airport Manager Owen** is pleased with the installation of the new mail boxes and the project looks
39 very nice.

40
41 **ADJOURNMENT**

42 There being no further business, the meeting adjourned at 7:03 p.m.

43
44
45 _____
46 Cathy Elawadly, Recording Secretary
47