

UKIAH REGIONAL AIRPORT COMMISSION
October 4, 2011
Minutes

COMMISSIONERS PRESENT

Eric Crane, Chair (arrived at 6:30 p.m.)
Don Albright
Dottie Deerwester
Carl Steinmann

STAFF PRESENT

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

COMMISSIONERS ABSENT

None.

OTHERS PRESENT

Daryl Hudson

1. CALL TO ORDER

The Airport Commission meeting was called to order by Vice Chair Albright at 6:05 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 – September 6, 2011

The Commission made the following change to the minutes:

Page 1, line 47 to read, 'Commission:'

M/S Deerwester/Steinmann to approve September 6, 2011 minutes, as amended. Motion carried.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None.

5. DISCUSSION/ACTION

5A. Tenant Improvement Program

Airport Manager Owen:

- Provided the Commission with a summary of the tenant review process in which a Type 3 project category was included for Commission discussion.
- Commissioner Crane has indicated there is a need for a Type 3 category and supports adding it to the Airport Tenant Improvement Guideline document.
- Type 3 projects may become Type 2 projects after initial approval by the Airport Commission. These projects would include painting exterior of hangar and other cosmetic changes to the appearance of hangar. Type 3 projects would also include requests for rental credits over \$1,000.
- The intent of Type 3 projects would trigger review by the Airport Commission with the possibility of eventually becoming a Type 2 project once the project is approved by the Commission.
- Would like the Commission to review color palates for buildings/hangars. With this a project could begin as a Type 3 and later a Type 2 once the Airport Commission approves the paint color scheme.
- Allowing for a Type 3 project category would automatically trigger Commission review for projects requesting a rental credit over \$1,000. This is also the opportunity for staff to get feedback from the Commission.
- Additions/changes can be made to the Tenant Improvement Guideline document as necessary.
- The intent is to have guidelines in place that if a tenant wanted to make improvements to a hangar/building there would be a more defined process in place to get started.

- As far as door repair being part of the program, staff would like to make the assessment and/or make the repairs if possible or hire a contract to service the doors should staff not be able to make the repairs.
- The guideline program would be more directed toward cosmetic/aesthetic improvements such as painting the building or floors of hangars, insulation and/or improvements that would make the building function more efficiently/appropriately.
- Staff will seek approval of the program from Council.

Commission:

- Would be happy to review paint schemes for buildings and make a recommendation.
- Supports Council approve the program.
- Would like to review the guideline program again before it goes to Council.
- Staff to make certain all typographical errors are corrected.
- Would like the program to take effect January 2012.

M/S Deerwester/Steinmann to recommend Council approve the Ukiah Regional Airport Tenant Improvement Guidelines to become effective January 1, 2012. Motion carried by an all AYE voice vote of the Commissioners present.

5B. Blue Jay Health – Update

Airport Manager Owen provided a history on the proceedings that have led to the filing of the unlawful detainer and provided the following update:

- Mr. Heimberg did not vacate the hangar by the 30-Day Notice.
- The unlawful detainer has been filed with the Court.
- Mr. Heimberg has five days from the date of service of the unlawful detainer to respond.
- The City Attorney as of yesterday has not received the Proof of Service so Mr. Heimberg may not have yet been served.
- If Mr. Heimberg files a response to the unlawful detainer, a court date will be set for a hearing.
- If there is no response to the unlawful detainer then an eviction date will be set.

5C. Redding Auto Body Encroachment – update

Airport Manager Owen:

- Redding Auto Body has agreed to relocate the fence.
- A contractor was hired to survey the property to make certain of the property lines and staff will be advised.
- The property is for sale.
- Will continue to provide an update to the Commission on this matter.

6. REPORTS

6A. Airport Land Use Plan Guidelines

Airport Manager Owen:

- The Planning Commission at the regular September 28 meeting recommended the Guidelines become a Zoning Ordinance and corresponding Overlay Zone, specific to the Airport.

There was discussion about why the Planning Commission supports approval of a Zoning Ordinance as opposed to guidelines.

Vice Chair Albright stated review of the guideline document was a very lengthy process and that Senior Planner Jordan did an excellent job overseeing/orchestrating this task.

1 **6B. Airport Maintenance Day**

2 **Airport Manager Owen:**

- 3 • Airport staff coordinated with the City street crew and performed maintenance to the runways
4 that included some crack sealing. There were some areas of pavement in very poor
5 condition.
6 • A lot of work was accomplished in a rather short period of time and results are a great
7 improvement.
8 • The City Corporation Yard is planning to provide more assistance of this kind in the future.
9

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

- 11 1. Further review of the tenant improvement guideline document.
12 2. FY 2011/12 Budget update.
13 3. Blue Jay Health update.
14 4. Redding Auto Body update.
15

16 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

17 **Vice Chair Albright** received a comment from a tenant about how nice the new mailboxes are and
18 further commented it would be aesthetic pleasing and complementary if the Airport could provide
19 some landscaping and/or planters landside for some of the buildings.
20

21 **Commissioner Deerwester** will not be able to attend the regular Airport Commission meeting in
22 November.
23

24 **Airport Assistant Ronk** has received negative comments from visiting persons about the transient
25 population living/congregating in the area, particularly in the Airport Industrial Park.
26

27 **9. ADJOURNMENT**

28 There being no further business, the meeting adjourned at 7:15 p.m.
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30

31 _____
32 Cathy Elawadly, Recording Secretary
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