

UKIAH REGIONAL AIRPORT COMMISSION
February 7, 2012
Minutes

COMMISSIONERS PRESENT

Eric Crane, Chair
Don Albright
Dottie Deerwester
Carl Steinmann

STAFF PRESENT

Greg Owen, Airport Manager
Ken Ronk, Airport Assistant &
Recording Secretary

COMMISSIONERS ABSENT

None.

OTHERS PRESENT

None.

1. CALL TO ORDER

The Airport Commission meeting was called to order by Chair Crane at 6:00 p.m. 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 – December 6, 2011

M/S Albright/Deerwester to approve December 6, 2011 minutes, as submitted. Motion carried (4-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS - None.

5. DISCUSSION/ACTION

5A. Tenant Improvement Program

Airport Manager Owen:

- As requested by the Commission, City Development Permit Coordinator Katrina Ballard reviewed the Tenant Improvement Program document. She approved of the format and her only comment was that insulation would require a building permit.

Chair Crane questioned the need for a building permit to install insulation. This may be a point of clarity. The purpose of installing insulation is to attain a better performance level such as insulating to attend to weather conditions. Requested staff provides 'points and authority' in this regard.

Commissioner Deerwester: Recommends the final document provides for a date of approval. It is important to document/track project requests.

It was noted the document will likely require updates from time to time.

M/S Albright/Steinmann to approve the Ukiah Airport Tenant Improvement Guideline with clarification pertinent to the issue of insulation and inserting a date of approval on the document. Motion carried (4-0).

5B. Noise Abatement

Airport Manager Owen:

- Referred to the revised Ukiah Regional Airport Operating Procedures brochure that staff has put together.
- It is important the topic of noise be discussed periodically.
- Noise complaints concerning aircraft generally come from different areas in the County and not about aircraft at the Airport.

Chair Crane:

- It would be a good idea to have 'noise' somewhere on the cover of the brochure as a program marketing tool.
- Is familiar with other airport noise abatement policy brochures and noted some commonly used inserts for brochures.
- Requested the brochure be reformatted to include inserts.
- Important to have brochures and other Airport-related informational documents made PDF and available on the City's website so a person can download whatever he/she desires and the Airport does not have to absorb the printing costs thereof.

There was discussion about including other relative elements and/or inserts that can be added to the brochure, such as business cards having the Airport's fuel number and/or other important information Airport users can carry in their wallets.

Airport Assistant Ronk:

- When noise complaints are made, it is beneficial to be able to show the Airport does have a noise abatement program and that brochures are distributed to this effect. The former brochure was more pilot-related whereas the revised brochure is something the public would better understand and/or follow.
- Does welcome input/edits/ other suggestions and/or photo renderings from the Commission and Airport users/pilots that can be incorporated into the brochure to make it more helpful/useful.

Commission:

- The brochure essentially acts as a public relations tool for the Airport by showing the intent of the Airport is to be a good neighbor. Accordingly, the 'Community Relations' section states, 'This Airport receives complaints regarding flight operations over the surrounding areas. Many of these complaints can be avoided with some common courtesy and practical adherence to these Noise Abatement Procedures.'
- It may be the aforementioned paragraph should refer to flight operations 'over the Ukiah Valley and surrounding areas.'
- Other suggestions concerning revisions to the brochure were made to include language about traffic patterns.

Airport Manager Owen:

- It may be the Commission should consider eliminating the first paragraph relative to the Community Relations section because the Airport does not receive many noise complaints. Again, the complaints come from outside the area, in and around the County, such as the marijuana eradication helicopters.
- Consideration might be given to including a paragraph that talks about the Airport being a good neighbor and maintaining a good community relationship by encouraging/promoting Noise Abatement Procedures.

Chair Crane:

- With regard to the language, 'Pilots are requested to operate their aircraft at reduced power settings,' noted it would be difficult to take-off at a reduced power setting.

Airport Manager Owen:

- The paragraph goes on to state, 'at a reduced power setting in the Airport traffic pattern or while entering the traffic pattern consistent with safety.'

Staff will revise the brochure for further Commission review to include photographs and language about traffic patterns.

5C. Airport Northeast Corner/former lumber mill site

Airport Manager Owen:

- Brought up the issue of encroachment of assorted City vehicles, utility materials/equipment and other items at the City Director's meeting and to other relevant persons.
- The vehicles have been auctioned off and will be removed this month.
- Electrical contractors are doing some work in this area and will complete their work shortly.
- The bridge will be gone this summer.
- Has consulted with different departments about cleaning up the area.
- A large amount of the items are surplus items that the City's purchasing department is responsible for and this person is aware the items need to be removed.

The intent of the Commission is to have the area cleaned up so it can be marketed for rental purposes. There was discussion about possible improvements that would not be too costly to help market the area. It may be that signage is necessary in order to more effectively market the area.

5D. Budget Update

Airport Manager Owen:

- Referred to the Airport Budget with an updated Airport Revenue version of the budget to reflect YTD postings as of January 31, 2012 in the sum of \$713,471 and an updated Expenditures version of the budget to reflect YTD postings in the sum of \$772,803 for informational purposes.
- Referred to the Airport Fuel Numbers spreadsheet and explained the procedure for posting of the revenue and expenditure figures and how these numbers are configured.

The Commission discussed specific revenue and expenditure line items and there were questions for staff to address.

The Commission discussed the tracking of fuel revenue and associated costs, i.e., Airport gas & oil sales as shown in the spreadsheet reflecting figures from July through December 2011, noting Calstar has a separate category in the spreadsheet. The Airport Revenue Budget for FY 2010/11 YTD as of January 31, 2012 for line item 600.0800.650.002 (Airport gas & oil sales) reflects a total of \$570,767.

6. REPORTS

6A. Blue Jay Health

Airport Manager Owen:

- Mr. Heimburg has agreed to a stipulated judgment. He has removed most of the items from the hangar and has until February 11, 2012 to be completely removed from the Hangar.
- The hangar still has containers and other items that have yet to be removed.
- The agreement requires Mr. Heimburg to have the containers be removed by Friday, February 10, 2012. After which time the City can file a Writ of Possession and take over the hangar to include the remaining contents.

6B. Airport Land Use Plan Schedule for Review by Council

Airport Manager Owen:

- Advised the Planning Department has been concentrating on other projects and has not had the opportunity to focus on presenting the Airport Land Use Plan for review and adoption by Council.

6C. Airport Day

Airport Manager Owen:

- Airport Day is tentatively set for June 9th.
- Committee meetings are being held in preparation of this event.

6D. Redding Auto Body

Airport Manager Owen:

- A civil engineer has surveyed the property line.

- 1 • The issue has been regarding the removal of that portion of the fence encroaching on City
2 property is that the engineer consultant could not locate the north property line. The engineer
3 has indicated the fence is at least 10 feet off the property line.
4 • The City did not pay the cost of having the property surveyed.
5 • Staff will consult with Redding Auto Body about how to appropriately address the issue.
6

7 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN MARCH**

- 8 1. Airport Day
9 2. Redding Auto Body
10 3. Airport Land Use Plan Schedule for review by Council
11 4. Noise Abatement brochure
12 5. Airport Northeast Corner (old lumber mill site)
13 6. Budget update
14 7. Blue Jay Health
15

16 There was discussion about FAA grant appropriations for this fiscal year. Staff indicated after the FAA
17 reviews and approves the request for a grant consultant an RFQ will be sent in this regard.
18

19 **Chair Crane** would like an update in terms of the age of the Airport's governing documents in
20 connection with FAA requirements.
21

22 **Airport Manager Owen** addressed the Airport Master Plan and noted the FAA is actually steering
23 away from master plans. The FAA favors an Airport Layout Plan with a narrative as the governing
24 document. This type of document is much cheaper to formulate and easier to make changes as
25 necessary.
26

27 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

28 **Airport Manager Owen** recently attended an Airport Manager's conference in Monterey and noted it
29 to be informative and beneficial.
30

31 **9. ADJOURNMENT**

32 There being no further business, the meeting adjourned at 7:07 p.m.
33
34

35 _____
36 Cathy Elawadly, Transcriptionist
37