

**UKIAH REGIONAL AIRPORT COMMISSION**  
**August 7, 2012**  
**Minutes**

**COMMISSIONERS PRESENT**

Eric Crane, Chair  
Dottie Deerwester  
Carl Steinmann  
Don Albright

**STAFF PRESENT**

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

**COMMISSIONERS ABSENT**

**OTHERS PRESENT**

**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** – June 5, 2012

**M/S Deerwester/Steinmann** to approve June 5, 2012 minutes, as submitted. Motion carried (4-0).

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

**5. DISCUSSION/ACTION**

**5B.** Airport Commission Code/Elections of Chair and Vice Chair

**Airport Manager Owen** referred to attachment #1, Article 3 of Ukiah City Code, section regarding the Airport Commission and proposed the Commission consider possible modification to some of the code sections.

There was Commission and staff discussion regarding possible changes to the following code sections:

**Section 1104 Meetings; Rules; Record** currently reads, 'The commission shall hold at least one regular meeting each month. It shall adopt rules for the transaction of business and shall keep a record of its transactions, findings and recommendations, which record shall be a public record.'

It was the consensus of the Commission to modify Article 3, Airport Commission, section 1104 to read, 'The commission shall hold at least one regular meeting each month unless determined by the majority of the commission that no meeting is necessary for the following month. It shall adopt rules for the transaction of business and shall keep a record of its transactions, findings and recommendations, which record shall be a public record.'

**Section 1105 Commission to act in Advisory Capacity** currently reads, 'Such commission shall act in an advisory capacity to the city council in all matters pertaining to the operations of the municipal airport.'

**Airport Manager Owen:**

- Some of the language is vague.
- The Commission functions as an advisory body to City Council when an item is going before Council to review. Would the Commission want to consider expanding the language in order to provide more direction to the Commission about more particularly specifying what matters pertinent to Airport operations that the Commission acts as in an advisory capacity to? Such

1 language could include all contracts and/or long term contracts,  
2 leases/agreements/commitments, easements, FAA/Caltrans Division of Aeronautics  
3 rules/regulations and other relevant considerations/documents the Commission reviews and  
4 recommends Council consider and/or adopt.

- 5 • Has reviewed code language from other GA airports that pertains to Airport operations in  
6 which the Commission acts in an advisory capacity to city council.

7  
8 It was the consensus of the Commission for staff to craft the language for possible modification for  
9 review by the Commission.

10  
11 **Section 1106 Selection of Personnel** currently reads, 'Such commission shall and advise the city  
12 manager in the selection of personnel for the operation of the municipal airport in keeping with the  
13 provisions of the civil service ordinance.'

14  
15 It was the consensus of the Commission to modify Article 3, Airport Commission section 1106 to  
16 read, 'Such commission shall aid and advise the city manager in the selection of airport manager and  
17 assistant airport manager for the operation of the municipal airport in keeping with the provisions of  
18 the civil service ordinance.'

19  
20 The Commission recommends the aforementioned modifications to the Ukiah city code be agendized  
21 for final review by the Commission.

22  
23 **Section 1107 Purchase of Supplies for Airport** currently reads, 'Such commission shall  
24 recommend and advise regarding the purchase of supplies, materials and service required for the  
25 operation and maintenance of the municipal airport.'

26  
27 **Airport Manager Owen:**

- 28 • Council does not want to review purchases of supplies, materials and service unless it is a  
29 certain dollar amount and this amount is presently much higher.

30  
31 The Commission made no change to section 1107.

32  
33 **M/S Deewester/Crane** to nominate and elect Commissioner Albright as Chair and Commissioner  
34 Steinmann as Vice Chair. Motion carried (4-0).

35  
36 The newly elected chairperson will begin 'chairing' at the regular Commission meeting in September  
37 2012.

38  
39 **5C. ACIP**

40 **Airport Manager Owen:**

- 41 • Referred to the current ACIP document that identifies CIPs slated for various fiscal years.
- 42 • For fiscal year 2013, the projects on the books include 1) Design Runway Rehabilitation  
43 Overlay and 2) Update Airport Layout Plan (ALP) that both have been FAA approved. To this  
44 end, the runway had cracked seal repaired several years ago and now needs a rehabilitation  
45 and/or overlay. The current ALP is more than five years old. It would be appropriate to  
46 update the ALP with a Narrative.
- 47 • The first round for selection of an engineering/design consultant has been completed. The  
48 Airport must have an engineering consultant to complete the necessary designs for the  
49 projects listed on the ACIP. A 'short list' will follow shortly so the Airport is getting closer to  
50 having an engineering consultant onboard.
- 51 • Discussed the FAA practice/policy for disbursement of Entitlement money in the sum of  
52 \$150,000 that typically occurs annually if the Airport has a 'shovel ready' project.

53  
54 **Commission:**

- 55 • Acknowledged the Airport has gone quite a while without a project that is ready to go.

- 1 • Talked about the expense of \$130,000 to hire a consultant to design the runway rehabilitation  
2 overlay project for fiscal year 2013 that is targeted for construction for fiscal year 2014 and  
3 questioned the cost of the project to be much higher than \$500,000 as originally anticipated  
4 when the ACIP list was last updated. The timeline according to the ACIP list shows:  
5

6 Design Runway Rehabilitation Overlay project (fiscal year 2013):

7 Advertising for engineering consultant: March 1, 2011 to April 1, 2013

8 Bids Received by: April 15, 2013

9 Construction: May 2, 2011 – September 15, 2013

10 Grant closeout: January 30, 2014

11  
12 Construction of Rehabilitation overlay & Taxiway connector to NE corner environmental  
13 review (fiscal year 2014):

14 Advertising for construction bids: March 1, 2012 – April 1, 2014

15 Bids received by: April 15, 2014

16 Construction to begin: May 1, 2013 – September 15, 2014

17 Grant closeout: January 30 2015

18  
19 **Airport Manager Owen:**

- 20 • Most airports have a design consultant hired for five years. The Ukiah Municipal Airport  
21 typical has an engineering consultant specific to a particular project. The last time the Airport  
22 consultant had a consultant onboard was to design the improvements for the Airport's storm  
23 drain system.  
24 • It takes time to go through the engineering consultant selection process and get a consultant  
25 onboard.  
26 • The objective is to keep a consultant on board by routinely renewing the consultant list for the  
27 Airport.  
28 • In the past the Airport has had engineering consultants onboard for projects, but this has  
29 changed to hiring an engineering consultant project-by-project. Also in the past, there was a  
30 grant writer on board, but this service was determined to be unnecessary because the  
31 engineering consultant directly handled the grant portion of the process for a particular  
32 project.  
33 • Discussed staff's annual visit to the FAA regarding potential Airport CIP projects and  
34 associated grant funding opportunities.  
35 • Encourages the Commissioners to attend staff's annual visit to the FAA in Burlingame.  
36 • Talked about funding sources for improvements and maintenance and noted the Airport  
37 budgets for building/vehicle/equipment maintenance/repair. The FAA provides grant funding  
38 for CIP projects with Caltrans Division of Aeronautics providing a grant match that is  
39 percentage based.  
40

41 The Commission further reviewed and discussed the ACIP document and there were no other  
42 questions/comments.  
43

44 **6. REPORTS**

45 **6A. Budget 2011/12 & 2012/13**

46 **Airport Manager Owen:**

- 47 • Is pleased to see changes made by the City Finance Department regarding the manner in  
48 which the Airport accounts are presently being tracked/reconciled.  
49 • Referred to attachment 3 and drew attention to the document Airport staff maintains monthly  
50 for informational purposes about revenue generated from fuel sales (Jet A, Jet A for Calstar,  
51 Avgas) and other fees, i.e., oil, land, callout, catering and the resulting total fuel revenues  
52 offset by fuel costs.  
53 • Staff also tracks Airport fuel numbers (revenue and expenses) and compares these figures to  
54 City Hall numbers that are posted on the AS400 accounting system and the associated  
55 difference, if any. Attachment 3 contains this information and provides that: City AS400

- 1 Revenues totals \$1,365,819 and City AS400 Expenses totals \$1,243,614 with a year-end  
2 fund balance of \$122,205. Comparing fund balances indicates this figure has almost doubled.
- 3 • The aforementioned tracking methodology will trigger any revenue/expenses that are not  
4 being posted and/or in keeping with Airport records.
  - 5 • Staff has provided fuel invoices for fiscal year 2011-12 for Jet A and AvGas that shows the  
6 total amount of fuel sold and the corresponding dollar amount per month.
  - 7 • Referred to the graphic chart for fuel sales (Jet A, Calstar Jet A, Avgas) documented by fiscal  
8 year and the graphic chart for fuel revenue also documented by fiscal year noting this  
9 information to be a very useful tool for comparison purposes.
  - 10 • Explained with regard to the fuel/revenue charts that if an Airport user such as Calstar  
11 wanted to manage their own self-fueling operation as opposed to purchasing fuel from the  
12 Airport they would have to pay a flowage fee. This approach is not cost effective because it is  
13 too expensive. An Airport user such as Calstar, for instance, would have to pay a flowage fee  
14 as well as maintain fuel equipment/vehicle and pay the cost of having a fuel truck supplier fill  
15 their fuel tank which at the rate fuel is consumed would be almost every other day for a 1,000  
16 gallon fuel tank.
  - 17 • Explained how pricing is set and noted some of the differentials in the chart may be attributed  
18 to changes in volume and pricing.
  - 19 • As demonstrated in the fuel sales and revenue documentation, Calstar sales and  
20 corresponding revenue to the Airport have increased due to higher rents being paid for their  
21 operating facilities and the fact that Calstar purchases a lot of fuel with the cost per gallon  
22 having increased from \$0.28 per gallon initially to the present price of \$1.00 per gallon.  
23 Calstar pays \$1.50 over cost for fuel.

24  
25 **Commission:**

- 26 • With regard to attachment 3, referred to fuel numbers that shows a \$37,307 difference  
27 between Airport fuel numbers and City hall fuel numbers and noted there is a \$03.5 and/or  
28 1.5% to 5.18% differential.

29  
30 **Staff:**

- 31 • The aforementioned inquiry could be related to a timing or posting issue when working with  
32 fuel revenues and expenses.

33  
34 **Commission:**

- 35 • Recommended adding two columns: 1) a column that shows total fuel revenue less total fuel  
36 costs and 2) a column that retains the previous year's fuel totals, which would be a good  
37 indicator of any fuel expense/revenue differentials attributed to fuel pricing changes and/other  
38 changes for comparison purposes.
- 39 • Commented it has been reported that the fuel trucks are not being properly stocked with oil  
40 for Airport users.

41  
42 **Staff:**

- 43 • Is of the opinion the 'total fuel revenue minus total fuel cost column could be confusing  
44 because the figure must take into consideration salaries, insurance and/or other relevant  
45 incidentals.
- 46 • Will make certain the fuel trucks are properly stocked.

47  
48 Commission comments on the final Airport budget for fiscal year 2012-13:

49  
50 **Chair Crane:**

- 51 • Disagrees with Airport Fund 291, General Governmental Service Charges assigned costs,  
52 noting an approximate \$18,000 increase for fiscal year 2012-13 compared to fiscal year  
53 2011-12.
- 54 • Is of the opinion the reason for the increase is attributed to 'The City lost RDA funding and is  
55 looking for a pile of cash.' This is not appropriate and the Airport should not be charged for

- 1 such extraordinary costs. The Airport is not getting 35.6% more in services or is driving  
2 35.6% in costs over what last year's fiscal year budget shows for the 291 account.
- 3 • Intends to write a letter to City Hall requesting justification for the increase in costs incurred  
4 for Airport services pertinent to the 291 account.
  - 5 • The letter should be a discussion/action item for the next regular Commission meeting.  
6

7 **Staff:** The statement made in this regard was that some of the redevelopment money was offsetting  
8 such costs to the Airport budget.  
9

10 **Chair Crane:** The Airport is not a redevelopment function.  
11

12 **Commissioner Albright:**

- 13 • Inquired about budget line item 305, Building Maintenance, relative to fiscal year 2011-12 and  
14 why this line item shows a budget of \$50,000 and an 'actual' of \$25,000.  
15

16 **Staff:** The entire \$50,000 has typically not been spent solely because this account functions like a  
17 reserve should the Airport come up short in its fund balance. In other words if the money in this  
18 account is expended, it could leave the Airport fund balance in the deficit due to unforeseen  
19 necessary expenses. Because revenue for the Airport has increased for this fiscal year, staff intends  
20 so spend the entire \$50,000 for Airport improvement projects and/or other necessities.  
21

22 There was discussion about other ways to finance projects and staff noted that Caltrans Division of  
23 Aeronautics does offer some low-interest rate loans.  
24

25 **Chair Crane** noted the City has capital that may be available that it is not using.  
26

27 There were no other inquiries about the final budget.  
28

29 **6B.** Airport Land Use Plan Schedule for Review by Council

30 **Airport Manager Owen** has no new information in this regard and will keep the Commission  
31 informed.  
32

33 **6C.** Airport Day

34 There was general Commission and staff discussion about Airport Day:

- 35 • The event was successful.
- 36 • There was nice turn out of people even though the event was the same day as high school  
37 graduation and everyone seemed to enjoy the activities scheduled.
- 38 • Talked about ways to improve the overall function in terms of layout for the various vendors,  
39 parking of aircraft and other planned events.
- 40 • Expansion of possible new events/activities will be considered for next year to possibly  
41 include a few more airplanes for display/rides.
- 42 • The pilots giving rides in aircraft expressed how pleased they were with how effectively the  
43 event was planned and would like to participate next year, as well as spread the word how  
44 good the event is to other pilot who may also want to participate and/or display an aircraft.
- 45 • Having a successful airport day is good 'PR' for the Airport.  
46

47 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN August**

- 48 1. Airport user fees/late payment charges/processing fees.
- 49 2. Airport Land Use Plan schedule for Council review.
- 50 3. Airport Commission Code revision.
- 51 4. Airport budget/291 account - letter to City Council regarding 291 account.  
52

53 **Adjourned general meeting to take tour of Airport: 8:04 p.m.**

54 **5A.** Commission Tour of Airport

55 The Commission and staff toured the Airport and discussed:

- 1 • Overall condition of Airport.
- 2 • Drainage for the Airport and drainage problems in and around the hangars.
- 3 • Maintenance program.
- 4 • Condition of runway and taxiways.
- 5 • Condition of structures including hangars.
- 6 • Lighting fixtures on the taxiway and runway and corresponding improvements made thereof.
- 7 • Possible new LED power lighting that would be beneficial to staff and Airport users.
- 8 • Tie-downs and the use of chains as opposed to rope.
- 9 • How the nice the new landscaping features are on the airside of the terminal building.
- 10 • Location of fuel trucks.
- 11 • Highest and best use of land and ways this could be improved noting costs to be the primary
- 12 factor/reasons various improvements are not made and/or feasible.
- 13

14 **8. COMMISSIONER COMMENTS/STAFF COMMENTS**

15 None.

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17 **9. ADJOURNMENT**

18 There being no further business, the meeting adjourned at 8:52 p.m.

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21 Cathy Elawadly, Recording Secretary

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