



**CITY OF PETALUMA, CALIFORNIA  
REGULAR MEETING OF THE AIRPORT COMMISSION**

City Hall Council Chamber  
11 English Street  
Petaluma, CA 94952

**DRAFT MINUTES  
Thursday, March 06, 2025**

**CALL TO ORDER**

Call to order at 6:03 pm.

**ROLL CALL**

PRESENT: Jeff Domich, Anna Dietrich, Tom McGaw, Colin Perry, Nancy Sasser, Alex DeCarli

ABSENT: Colin Perry and Marcus Margand

**GENERAL PUBLIC COMMENT**

During **General Public Comment**, the public is invited to make comments on items of public interest that are within the City Council's subject matter jurisdiction and that are not listed on the current agenda. Public comments are limited up to three minutes per person. Depending on the number of persons wishing to address the Council, time will be allocated in equal shares totaling no more than twenty minutes, subject to the Council's discretion (Cal. Gov't. Code §54954.3(a), Petaluma City Council Rules, Policies and Procedures, III).

**PRESENTATIONS**

**APPROVAL OF MINUTES**

1. Approval of Minutes for the meeting of February 6, 2025  
Chair Dietrich requested to append the February 6, 2025 minutes to include the Title 16 attachment for the record. This will be published with the February minutes, which were deemed approved.

**PUBLIC HEARINGS AND MATTERS FOR CONSIDERATION**

2. Discussion of the Current City Purchasing Limits Specified by Article X, Section 68 of the City Charter, requested by the Airport Commission Chair.

Manager Cohen spoke about a meeting with Commissioner Margand and Commissioner Perry concerning purchasing limits for the City.

Chair Dietrich asked if a mechanism within the City could provide relief for emergency projects.

Manager Cohen said there are ways for emergencies to be addressed, but what constitutes an emergency can be hard to define.

Commissioner Domich asked about specifics regarding emergency services.

Manager Cohen responded. He then spoke about putting standing contracts in place for emergency usage.

## **COMMITTEE COMMENT**

3. **Council Update**  
Councilmember DeCarli commended Manager Cohen for getting the fuel farm working.

4. **Ad-Hoc Subcommittee Reports**  
Chair Dietrich and Commissioner Domich commended Manager Cohen for getting some non-aeronautical tenants off the Airport. Chair Dietrich spoke about bond payments and constructing hangars.

Commissioner Domich spoke about the waiting list and storage for non-airworthy aircraft. He'd like airport staff to do an audit and compare aircraft registrations against the FAA database and insurance.

Commissioner McGaw spoke about a meeting with Manager Cohen re: budget for the next 5 years, the impact of paying off the Airport loan, and projects to rehab taxiways. They shared with Mead & Hunt some layout options for future projects.

Commissioner Domich concurred with Commissioner McGaw and spoke about a timeline for building new hangars. He'd like to start the process of building new hangars now.

Commissioner Sasser asked Manager Cohen if tenants with derelict aircraft know

they are not permitted to be tenants.

Manager Cohen responded. This June, the Airport will send letters of FAA and insurance requirements to tenants with derelict aircraft.

Commissioner Domich spoke about the definition of “airworthy” according to the FAA.

Chair Dietrich spoke about a path forward for the registration and insurance letter. She would like a statement from Manager Cohen about the process for who will get this letter and why.

Commissioner Domich spoke about an audit of tenant aircraft and their registration with the FAA.

Manager Cohen will address this in the Airport’s next newsletter.

5.

#### **Commissioner Comment**

Chair Dietrich thanked Manager Cohen and Clerk Heikhaus for clarifying policies around gathering agenda materials for Airport Commission meetings. The third Thursday of the month is the deadline for adding items to the agenda.

### **STAFF COMMENT**

6.

#### **Airport Manager Report**

Manager Cohen discussed the Airport's financial report and budget.

Manager Cohen spoke about operations and security.

Commissioner Sasser requested a safety measure regarding drivers and the automatic gate.

Manager Cohen spoke about the fuel farm temporary repair and contractors.

Councilmember DeCarli asked about the fuel farm repair, and Manager Cohen responded.

Manager Cohen spoke about the AWOS.

Commissioner Domich asked about the jammed radio frequencies and the notification system, and Manager Cohen responded.

Chair Dietrich asked about noise abatement procedures and general Airport information, and Manager Cohen responded with a request for guidance from the Commission.

Manager Cohen spoke about projects and the hangar feasibility study, and the pavement management study.

Commissioner Sasser asked about the waiting period for hangar repair.

## **ADJOURNMENT**

The Airport Commission meeting adjourned at 7:13 pm.