

AIRPORT COMMISSION RESOLUTION NO. 2024-01

**RESOLUTION OF THE CITY OF PETALUMA AIRPORT COMMISSION
APPROVING PROPOSED AMMENDMENTS TO TITLE 16 OF THE PETALUMA
MUNICIPAL CODE, ENTITLED “AIRPORT AND AIRCRAFT”, INCLUDING
AMENDMENTS TO CHAPTER 16.04 “GENERAL PROVISIONS AND DEFINITIONS”,
CHAPTER 16.06 “AIRPORT LEASES”, CHAPTER 16.08 “MOTOR VEHICLES AT
AIRPORT”, CHAPTER 16.12 “AIRCRAFT ON GROUND”, CHAPTER 16.16 “AIRCRAFT
TAXIING, LANDING AND TAKEOFF”, CHAPTER 16.20 “AIRCRAFT TRAFFIC
PATTERNS”, CHAPTER 16.24 “AIRCRAFT FUELING AND DEFUELING”, CHAPTER,
CHAPTER 16.28 “AIRPORT FIRE SAFETY RULES”, CHAPTER 16.32 “UNLICENSED
AIRCRAFT”, PURSUANT TO FEDERAL AVIATION ADMINISTRATION ORDER
5190.6B, AND CHAPTER 16.32 “VIOLATIONS AND PENALTIES”**

WHEREAS, the City of Petaluma Ordinance 1802, was adopted in 1990, which included the establishment of Petaluma Municipal Code (PMC) Title 16, Chapters 16.04 through 16.36 to “govern the Petaluma Municipal Airport and operation of aircraft therein.”; and

WHEREAS, Federal Aviation Administration (FAA) Order 5190.6B permits local authorities to limit aircraft flight activity, for specific reasons, including safety and efficiency; and

WHEREAS, PMC 16.32.020 requires Airport Manager approval for all ultralight flights, without specifying safety or efficiency concerns; and

WHEREAS, the FAA Western Pacific Region Safety & Standards Branch has identified PMC Chapter 16.32.020 to be incompatible with current FAA rules and has requested that it be removed; and

WHEREAS, the Airport Commission Operations & Master Plan Subcommittee approved a revision of Petaluma Municipal Code Chapter 16 on December 17, 2020, which included a modification of 16.32.020 and the removal of the Airport Manager approval requirement for all ultralight flights, and recommended that it be presented to the Airport Commission; and

WHEREAS, the Airport Commission was presented with the Operations & Master Plan Subcommittee approved revision of Petaluma Municipal Code Chapter 16 on January 7, 2021, and a motion to approve and submit this revision to the City staff was carried 6-0; and

WHEREAS, the Airport Commission was presented with a City staff review and Operations & Master Plan Subcommittee comments of the submitted revision of Petaluma Municipal Code Chapter 16 on February 3, 2022; and

WHEREAS, on November 7, 2024, the Airport Commission recommended that the revision of Petaluma Municipal Code Chapter 16, be submitted to the City Council for review; and

**NOW THEREFORE, BE IT RESOLVED BY THE AIRPORT COMMISSION OF
THE CITY OF PETALUMA AS FOLLOWS:**

1. Finds that the foregoing recitals are true and correct and incorporated herein by reference.
2. Based on its review of the entire record herein, the Airport Commission finds as follows:

California Environmental Quality Act

- a. The proposed amendments are minor administrative revisions of Title 16 of the Petaluma Municipal Code, and does not create any physical changes, project work, and is therefore not considered a “project” as defined by the California Environmental Quality Act (CEQA) Section 15378 and is accordingly exempt from CEQA; and
- b. If the proposed amendments were a “project” under CEQA, it would be exempt under the “common sense” exemption found in CEQA Section 15061(b)(3), since it only applies to projects which have the potential for causing a significant effect on the environment.

Title 16 Amendments

Title 16 Airport and Aircraft

Chapter 16.04 General Provisions and Definitions

16.04.010 Definitions

As used in Title 16, unless the context clearly indicates otherwise, the following definitions shall apply:

- A. “Aeronautical Activity” means any activity or service that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to, the following: Air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities.
- B. “Aircraft” means a device that is used or intended to be used for flight in the air.
- C. “Aircraft Accident” means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. For purposes of this part, the definition of “aircraft accident” includes “unmanned aircraft accident,” as defined in 49 CFR Part 830.2.
- D. “Airport” means the Petaluma Municipal Airport.
- E. “Airport Commission” means the seven members appointed to the Commission by the City Council.
- F. “Airport Manager” means the City Manager of Petaluma or their duly authorized designee.
- G. “Airport operations area” means that portion of the airport designated and used for landing, taking off, or surface maneuvering of aircraft.

- H. “Based aircraft” means any aircraft assigned a reserved parking space, tie-down, or hanger space at the airport, whether or not such assignment is made under written lease with the city of Petaluma.
- I. “City” means the city of Petaluma, California.
- J. “Code” or “this Code” shall mean the Petaluma Municipal Code.
- K. “Commercial Activity” means any activity conducted at the Airport for the purpose of obtaining revenue, earnings, income, and/or compensation of any kind, including the exchange of goods or services for goods or services (barter), whether or not such objective are accomplished.
- L. “Commercial Operator” means any person or entity that imposes a charge for compensation in exchange for performing a Commercial Activity.
- M. “Council” means the city council of the City of Petaluma, California.
- N. “FAA” means the Federal Aviation Administration of the United States of America, as defined in the Federal Aviation Act of 1958, or any subsequent and successor to that agency created for the control and operation of aviation and its related functions.
- O. “Federal Aviation Regulations” or “FARs” means Title 14 of the Code of Federal Regulations.
- P. “Fire marshal” means the fire marshal of the city of Petaluma or their designee.
- Q. “Owner” means the registered or legal owner of an aircraft according to the records of the Federal Aviation Administration or vehicle according to the records of the Department of Motor Vehicles.
- R. “Person” means individuals, firms, companies, corporations, public agencies, and any other person as defined in Section 1.04.010(M) of the Petaluma Municipal Code.
- S. “Restricted area” means any portion of any airport not intended for use by the general public and so posted by the city.
- T. “Rules and regulations” means the provisions of Title 16 of the Petaluma Municipal Code contained herein.
- U. “Title 16” refers to the provisions of Title 16 of the Petaluma Municipal Code.
- V. “UAS” or “drone” means an unmanned aerial vehicle, commonly known as a drone, is an aircraft without any human pilot, crew or passengers aboard.
- W. “Vehicle” means a device in, upon, or by which any person or property is or may be propelled and includes, but is not limited to automobiles, motorcycles, trucks, tractors, bicycles, buses, and trailers.

16.04.020 Compliance with Title 14 of the Code of Federal Regulations.

- A. The Federal Aviation Act of 1958 authorizes the Administrator of the Federal Aviation Administration to prescribe air traffic rules and regulations governing the flight of aircraft. The Federal Aviation Regulations promulgated by the Administrator cover all flights on or in the vicinity of the airport.

- B. Aircraft operators, pilots, and other users of the airport are required to be familiar with and comply with

the Federal Aviation Regulations, and, in particular, Part 91, General Operating and Flight Rules, of said regulations.
- C. All aeronautical activities at the airport and all flying of aircraft departing from or arriving at said airport,

shall be conducted in conformity with the Federal Aviation Regulations.

16.04.030 Duties and powers of the airport manager.

- A. The airport manager is empowered to oversee the operations of the airport and to apply and enforce the rules and regulations contained in Title 16 of the Petaluma Municipal Code. The provisions of Title 16 are supplemental to the Federal Aviation Regulations and apply specifically to the airport.
- B. The airport manager shall represent the city at all times in regard to all airport matters and shall also have the following duties and powers:
 - 1. The airport manager shall at all times have authority to take such actions as may be deemed necessary

to safeguard the public in attendance at the airport. Every commercial operator, pilot, mechanic or other person employed on or using the airport shall cooperate to enforce these rules and regulations and to see that all persons upon the premises use care to prevent injury to persons or damage to property.
 - 2. The airport manager may suspend or restrict any or all operations at the airport without regard to weather conditions whenever such action is deemed necessary in the interest of safety.
 - 3. The airport manager may suspend, as a means of safeguarding the airport and the public, the privileges of the airport and its facilities to any person refusing to comply with these rules and regulations.
 - 4. The airport manager shall have authority to restrict airport operations to such portion(s) of the airport

as they may deem necessary or desirable. Any part of the airport temporarily unsafe for aircraft operation which is not available for any cause, shall be clearly marked in accordance with recommendations of the FAA.
 - 5. The airport manager may issue permits or written permission for use of the airport as authorized by this Title 16.
 - 6. The airport manager is authorized in any contingency or emergency not specifically covered by these rules and regulations to make such decisions as they may deem proper.
- C. Any person aggrieved by a decision of the airport manager restricting or prohibiting use of the airport and

its facilities, or prohibiting or restricting airport operations, may appeal the airport manager's decision to the airport commission. A notice of appeal stating the grounds therefore shall be filed with the city clerk.

16.04.040 Compliance with applicable rules and laws.

A. All persons using the airport shall be subject to, and governed by, the rules and regulations contained in Title 16 of the Petaluma Municipal Code, the Minimum Standards for Aeronautical Activity and Services at the Petaluma Municipal Airport, and all other applicable provisions of this Code and resolutions, county ordinances and resolutions, state and federal laws, and the Federal Aviation Administration Regulations.

B. All based flight instructors shall inform their students of the rules and regulations contained in Title [16](#). All flight instructors shall be responsible for the conduct of students under their direction during dual instruction. When a student is flying solo, it shall be the student's responsibility to observe and abide by these rules and regulations.

16.04.050 Radio Communications.

Radio communications at the airport shall be conducted in accordance with the procedures and by means of the phraseologies recommended by the FAA Aeronautical Information Manual (AIM) when operating an aircraft.

16.04.060 Hours of airport operation.

The airport shall be open for public use at all hours of the day and night, subject to these rules and regulations and subject to the condition of the landing area, as may be determined by the airport manager.

16.04.070 Interference with airport use prohibited.

No person shall obstruct, impair, or unreasonably interfere with the use of the airport by any other person, or obstruct, impair, or unreasonably interfere with the passage and safe, orderly and efficient use of the airport by any other person, vehicle or aircraft.

16.04.080 Entrance on restricted areas prohibited.

No person shall enter any portion of the airport designated a restricted area unless authorized to do so by the airport manager.

16.04.090 Animals at airport.

Animals at the airport are subject to the requirements of Chapter 9.08 of this code. Notwithstanding the requirements enumerated therein, dogs "at large" shall include a dog that is on the owned, leased or licensed airport premises of its owner at any time that there is unrestricted access to the airport operations area, including through open hangar or access door, and must be restrained by leash or confined in such a manner as to be under control.

16.04.100 Assumption of liability for airport use.

The privilege of using the airport and its facilities shall be conditioned upon the assumption of full responsibility and risk by the user thereof and such user shall release, hold harmless, and indemnify the city and its officers and employees, against claims arising from use of the airport.

16.04.110 Use of airport for commercial activities.

Subject to applicable orders, certificates, or permits of the FAA or its successors, no person shall use the airport or any portion thereof, or any of its improvements or facilities, for revenue-producing commercial activities without compliance with the requirements of Title 16, and other provisions of the Petaluma Municipal Code.

16.04.120 Contract/permit required to conduct commercial business.

- A. No commercial business shall be conducted on the airport without the operator thereof having a current

contract/permit which has been approved by the city council and a city business license.

1. Such contract/permit shall define the areas of airport land and facilities to be used by the tenant or operator.
 2. Such contract/permit shall stipulate services to be rendered and the operator may charge reasonable fees for such services.
- B. It shall be unlawful for any person not so authorized by contract/permit to engage in any commercial business at the airport including the operation, service or repair of aircraft on airport premises for hire.

16.04.130 Incident Reporting

Any person involved in an incident at the airport which results in damage, injury, or theft to one or more persons or to property shall promptly report such occurrences to the airport manager. All Aircraft Accidents must be reported to the National Transportation Safety Board (NTSB) including reportable aircraft incidents as required by 9 CFR Part 830.

16.04.140 Firearms at the airport.

- A. No person except peace officers, duly authorized government employees, members of the Armed Forces of the United States, or other persons duly authorized by law to carry a firearm or similar instrument in their possession shall have any of the following in their possession on airport property: any firearm, fireworks, gun, pistol, revolver, explosive of similar nature, air-gun, BB gun, pellet gun or any other instrument defined in Section 10.56.020(A) of this code.
- B. *Exceptions.* This prohibition shall not apply to persons possessing flares or other aircraft survival equipment nor to persons carrying firearms in locked cases, broken down, and unloaded.

16.04.150 Disposal of garbage.

No person shall dispose of garbage, papers, refuse or other material on the airport except in receptacles provided for that purpose.

16.04.160 Damage to airport property.

It shall be unlawful for any person to destroy, damage, or deface or cause to be destroyed, damaged, or defaced any public property located at the airport. Any person causing or responsible for such destruction or damage shall report such damage to the airport manager, and upon demand of the airport manager shall reimburse the airport for the full amount of the damage. Any person failing to report and/or reimburse the airport for damage may be refused the use of any facility until and unless said report and/or reimbursement is made.

16.04.170 Commercial photography and filming.

- A. No person shall take still, motion, or sound pictures for commercial purposes on the airport without permission from the airport manager and in accordance with Chapter 13.40 of this code.
- B. *Exception:* This section shall not apply to representatives of the press and other news services reporting on persons or events which are on the news excepting that all such persons must obtain permission from the airport manager prior to entrance onto any of the airport operations areas.

16.04.180 Public and Private Gatherings.

No person shall sponsor or conduct club, association or other private meetings on airport property except as authorized in writing by the airport manager.

16.04.190 Special Events Permits.

- A. Notwithstanding the provisions of Title 13, Chapter 13.32 of this code, this section shall govern the issuance of permits for activities specified in subsection B of this section including those activities on the airport which may incidentally affect traffic and parking on streets in the airport vicinity.
- B. It shall be unlawful for any person to sponsor or conduct any of the following activities on the airport without first obtaining a special activity permit from the airport manager:
 - 1. Any public parade, rally, or demonstration.
 - 2. Any public distribution or offer for sale of pamphlets, circulars or other written materials for religious, charitable, political or other non-commercial purposes.
 - 3. The carrying, posting, or displaying of any signs or placards for religious, charitable, political or other non-commercial purposes.
 - 4. Solicitation of contributions. For purposes of this section "contributions" means and includes the words donations, money, alms, food, clothing, subscriptions, property, credit, financial assistance, or other thing of value.
- C. A verified application for a permit shall be filed with the airport manager on a form provided by the airport

manager. The application shall set forth the following:

- 1. The name, address and telephone number of the person/organization conducting/sponsoring the proposed special activity and the individual who will be in charge of the activity at the airport.

2. The nature/purpose of the activity.
 3. The date(s), time(s) and location for the proposed activity.
 4. The estimated number of persons who will participate in the activity.
 5. Such other information the airport manager finds reasonably necessary to determine whether to grant the permit under this section.
- D. The airport manager shall determine whether to issue or deny the permit within five business days of receipt of a completed application. Any permit denial shall be in writing and shall specify the grounds therefor. The airport manager shall issue a permit unless the airport manager determines from the application or other information that:
1. The location or time of the proposed activity would conflict with a previously scheduled airport activity or event.
 2. The proposed activity would interfere with airport use or the safe and orderly movement of pedestrian, vehicular, or aircraft traffic at the airport or on streets in the airport vicinity.
 3. The proposed activity would be in violation of any applicable law as described in Section 16.04.040 of this code.
 4. The location of the proposed special activity is not authorized pursuant to subsection E of this section.
 5. Any of the grounds for permit denial specified in Section 13.32.080 of this code exist.
- E. Special events shall not be permitted in any of the following airport areas:
1. Any airport area designated a restricted area by the airport manager or which is otherwise not open to the general public including but not limited to the aircraft apron area.
 2. Any restroom.
 3. Any airport area or facility for which a lease or permit has been granted to conduct commercial activities in accordance with Section 16.04.140 of this code.
 4. Any aircraft operating area. The airport manager may condition the issuance of a permit by imposing reasonable requirements concerning the time, place, and manner of the activity and such requirements are necessary to protect the safety of persons and property, normal operations of the airport, and compliance with all applicable laws. Such permit conditions may include a requirement that the permittee indemnify the city as specified in Section 13.32.120 of the code, pay cleanup deposits (when applicable) as specified in Section 13.32.140 of the code and/or police traffic control fees (when applicable) as specified in Section 13.32.150 of the code. It shall be unlawful to violate any of the terms or conditions of the permit.
- F. Insurance shall be required for any special event involving thirty or more participants as specified in

Section 13.32.130 of this code. The insurance requirements of subsections 13.32.130A, B, and C shall be waived by the airport manager if the conditions specified in subsection 13.32.130D of this code are satisfied.

- G. A special activity permit shall be issued for the date(s) requested in the application, or thirty days, whichever is less.
- H. The airport manager/city council may impose conditions and restrictions on issuance of a permit including the deposit of cleanup fees to ensure that the airport site will be cleaned and restored after the event. Such permit conditions may include a requirement that the permittee assume liability for the event as specified in Section [16.04.100](#) of the code, and that the permittee obtain a comprehensive general liability insurance policy in the amount and scope of coverage prescribed by city council resolution.
- I. A permit may be revoked or suspended by the airport manager/city council for failure to comply with permit terms and conditions or for any of the reasons specified for permit denial under subsection D of this section. Notice of the grounds for permit revocation/suspension shall be personally served or served by mail on the permittee.

The permit applicant may appeal a permit denial, revocation, or condition to the airport commission within seven days of the date of personal service or posting in the mail of the notice thereof. The appeal shall be filed with the city clerk stating the grounds therefor. Whenever the airport manager is a designee of the city manager, the permit applicant may request that the city clerk schedule the appeal before the city manager instead. The city manager or their designated hearing officer shall conduct an appeal hearing within five business days after an appeal is filed. If the appeal is heard before the city manager, the city manager's decision is the final city decision.

16.04.200 Airshows, exhibitions, and other special events.

- A. Notwithstanding the provisions of Title 13, Chapter 13.32 of this code, this section shall govern the issuance of permits for events specified in subsection B of this section including those events on the airport which may incidentally affect traffic and parking on streets in the airport vicinity.
- B. No person shall sponsor or conduct any of the following events on airport property without first obtaining a permit from the airport commission with rights of appeal to the city council:
 - 1. Any airshow or other special air event.
 - 2. Any public exhibition, show, commercial demonstration, or similar event on airport property.
 - 3. Any other special event on airport property.
- C. Permit applications shall be submitted to the airport manager at least thirty days prior to the planned event unless the filing deadline is waived for good cause at the discretion by the airport manager.
- D. The permit application may be denied for any of the following grounds:

1. The location or time of the proposed event would conflict with a previously scheduled airport activity or event.
 2. The proposed event would interfere with airport use or the safe and orderly movement of pedestrian, vehicular, or aircraft traffic at the airport or on streets in the airport vicinity.
 3. The proposed activity would be in violation of any applicable law as described in Section 16.04.040 of this code.
 4. The event is not compatible with other airport uses or activities or is otherwise not in the best interests of the operation of the airport.
 5. A previous special activity permit issued under this section has been suspended and the period of suspension has not expired, or has been revoked within one year of the date of application.
 6. Any of the grounds for permit denial of special event permits specified in Section 13.32.080 of this code exist.
- E. The airport manager/city council may impose conditions and restrictions on issuance of a permit including the deposit of cleanup fees to ensure that the airport site will be cleaned and restored after the event. Such permit conditions will include a requirement that the permittee assume liability for the event as specified in Section 16.04.100 of the code, and that the permittee obtain a comprehensive general liability insurance policy in the amount and scope of coverage prescribed by city council resolution.
- F. A permit may be revoked or suspended by the airport manager/city council for failure to comply with permit terms and conditions or for any of the reasons specified for permit denial under subsection D of this section. Notice of the grounds for permit revocation/suspension shall be personally served or served by mail on the permittee.
- G. The permit applicant may appeal a permit denial, revocation, or condition to the airport commission within seven days of the date of personal service or posting in the mail of the notice thereof. The appeal shall be filed with the city clerk stating the grounds therefor. Whenever the airport manager is a designee of the city manager, the permit applicant may request that the city clerk schedule the appeal before the city manager instead. The city manager or their designated hearing officer shall conduct an appeal hearing within five business days after an appeal is filed. If the appeal is heard before the city manager, the city manager's decision is the final city decision.

16.04.210 Fees, rates, and charges.

A schedule of fees, rates, and charges for use of airport areas and facilities shall be established by resolution of the city council.

Chapter 16.06 – Airport Leases

16.06.010 Findings and purpose.

Section 46 of Article VII of the Petaluma City Charter provides that action to provide for leases of city property be taken by ordinance unless the council takes action pursuant to a general law of the state. The large number of hangar and tie-down facilities and interest by airport users in such facilities, as well as in ground leases, makes approval of individual leases by ordinance impractical and costly in terms of staff time and other public resources. Legislative authority for city council approval of form leases for tie-down spaces, hangars and ground leases and other specified arrangements regarding airport facilities, and for city manager execution of airport leases using council-approved form documents, is intended to meet the requirements of Section 46, Article VII of the Petaluma City Charter, provide for appropriate city council oversight concerning the municipal airport lease program, provide for efficient use of public resources, promote fiscal efficiency, and provide necessary flexibility to airport management to effectively meet the needs of airport users and maximize airport services and generation of revenue for airport facilities.

16.06.020 Approval of airport leases by resolution.

In accordance with Section 46 of Article VII of the City of Petaluma Charter, the city council of the city of Petaluma may approve form lease documents for city-owned hangars and tie-down spaces at the Petaluma Municipal Airport by resolution; and may approve ground leases, specialized lease arrangements and other specialized use of the Petaluma Municipal Airport by resolution.

16.06.030 Execution of airport leases by city manager.

The city manager or their designee is authorized to execute, on behalf of the city airport, leases for hangar and tie-down facilities at the Petaluma Municipal Airport using form leases that have been approved by city council resolution as long as such leases do not differ materially from such approved form leases. The city manager or their designee is authorized to execute, on behalf of the city, other specified leases or agreements for use of the Petaluma Municipal Airport that have been approved by the city council by resolution.

Chapter 16.08 – Motor Vehicles

16.08.010 Compliance with state law.

Every person who operates any motor vehicle or mobile equipment on the airport shall comply with all applicable provisions of the laws of the state of California and any special regulations prescribed herein for the control of such vehicles excepting in cases of emergency involving life or property.

16.08.020 Vehicle parking in designated areas.

A. The city shall designate by appropriate posting the following:

1. Places where vehicles may or may not be parked in aircraft parking areas. Vehicles shall not be left standing on taxiways.
2. The period of time for which vehicles may be parked at any place on the airport.

B. The city shall be authorized to remove any vehicle parked on any roadway, parking area, or other posted area of the airport in violation of this chapter, and to impound the same at the owner's expense and without

liability to the city for damages which may result from, or in the course of, such moving.

16.08.030 Driving on taxiway or on runway prohibited.

Motor vehicles, except emergency vehicles, shall not be driven onto the parallel taxiway or runway without the express permission of the airport manager. Such authorized vehicles shall be distinctly painted or marked in accordance with the provisions of the current FAA requirements for marking of vehicles used on landing areas.

16.08.040 Driving in excess of posted speed limit prohibited.

No vehicles shall be driven upon any road or upon other areas within the perimeter of the airport in excess of the speed which is posted at the entrance to the airport or upon a particular road or area. The driver of every vehicle shall adhere to any sign posted to regulate vehicular traffic or about the airport for the public safety.

16.08.050 Vehicles to yield right-of-way to aircraft.

All vehicles except emergency vehicles engaged in emergency activity shall at all times yield the right-of-way to any and all aircraft.

Chapter 16.12 – Aircraft on Ground

16.12.010 Aircraft parking in designated areas.

Aircraft shall be parked in designated areas administered by the city and in areas rented to commercial operators. Aircraft owners or operators may also park aircraft in privately-owned hangars erected on land leased by the owner from the city.

16.12.020 Fees by Commercial operators.

Commercial operators may charge reasonable fees for use of leased facilities. Appeals of such charges may be made to the airport manager.

16.12.030 Aircraft parking for special events.

For special events, aircraft shall be parked only in areas designated by the airport manager.

16.12.040 Aircraft parking in areas not under lease.

No aircraft shall be parked in areas not under lease without special written permission of the airport manager, who may authorize such parking as a temporary measure or as an interim measure pending the execution of a lease or contract.

16.12.050 Aircraft parking in taxiway areas prohibited.

Taxiway areas shall be maintained open to taxiing aircraft at all times, and no aircraft shall be parked in such taxiway areas or left unattended in such a manner as to interfere with the free flow of traffic.

16.12.060 Unattended aircraft.

No aircraft shall be left unattended on the airport unless properly secured in a tie-down or within a hangar. Owners of aircraft shall be responsible for damage resulting from failure to comply with this section.

16.12.070 Start-up and run-up of aircraft.

Aircraft shall be started, warmed-up and run-up only in designated areas. At no times shall engines be run-up when hangars, shops, other buildings, or persons in observation areas are in the path of the propeller slipstream.

16.12.080 Hand-propping of aircraft engines.

Hand-propping of aircraft engines is prohibited except when the design of the aircraft is such that this is the only method of starting. When hand-cranking is necessary, a licensed pilot or mechanic shall be at the control at all times and the wheels shall be chocked.

16.12.090 Use of aircraft apron area restricted.

No persons except airmen, duly authorized personnel, passengers, or other persons going to or from aircraft personally conducted by airmen or airport attendants, shall be permitted to enter an aircraft apron area. Any person or persons so excepted does not have the privilege of unrestricted use of the apron. These privileges are confined to the necessary use of such space in connection with flights or routine duties.

16.12.100 Removal of disabled aircraft.

Aircraft owners and their agents and pilots shall be responsible for the prompt removal from the airport of disabled aircraft and their parts, except for salvage and repair conducted within an enclosed hangar, unless required or directed to delay this action pending investigation of an accident.

Chapter 16.16 – Aircraft Taxiing, Landing and Takeoff

16.16.010 Aircraft taxiing for takeoff.

All aircraft preparing to takeoff shall taxi via the taxiway to the end of the runway for takeoff.

16.16.020 Use of taxiways by landing aircraft.

All landing aircraft returning to the airport flight line shall leave the runway on the first available taxiway which is practical in order to keep the runways clear for approaching aircraft. Aircraft shall not make one hundred eighty degree turns on the runway after landing unless no taxiway is available, but shall continue straight ahead until reaching the first taxiway and shall clear the runway as soon as possible.

16.16.030 Taxiing from a parking space.

No person shall taxi an aircraft from an approved parking space until the pilot has ascertained through information furnished by visual inspection that there will be no danger of collision with any person or object in the immediate area.

16.16.040 Speed limit for taxiing.

Aircraft shall be taxied at a safe and reasonable speed and distance from other aircraft.

16.16.050 Right-of-way for taxiing aircraft.

Taxiing aircraft shall not overtake other taxiing aircraft. Approaching traffic shall give way to the right. At intersections, the aircraft on the right shall have the right-of-way.

16.16.060 Location of aircraft during engine run-up.

Aircraft taxiing for takeoff shall conduct engine run-up in the designated run-up area. Aircraft shall be turned to provide the pilot with a clear view of approaching aircraft, and it shall be their responsibility to remain clear of other traffic. No aircraft shall be moved onto a runway until ready for takeoff.

16.16.070 Taxiing under power into or out of hangar prohibited.

Aircraft shall not be taxied under power into or out of any hangar.

16.16.080 Midfield or intersection takeoffs prohibited.

Midfield or intersections takeoffs are prohibited.

16.16.090 Runway to be used for takeoffs and landings.

Landings and takeoffs shall be made on the runway most nearly aligned with the wind indicator at the airport. When wind conditions are calm, Runway 29 should be used.

16.16.100 Exceptions for emergencies.

Exceptions to the rules and regulations governing landing and takeoff specified in this chapter shall only be made in an emergency requiring immediate action as provided in Part 91.3 of the Federal Aviation Regulations.

Chapter 16.20 – Aircraft Traffic Patterns

16.20.010 Compliance with FAA rules.

All aircraft arriving at or departing from the airport shall conform to the FAA rules for operations at airports without a control tower.

16.20.020 Airport traffic patterns.

Excepting for Ultralight & Unmanned Aircraft Systems which are governed by Chapter 16.32 of this code, the traffic patterns for the airport shall be as follows:

For aircraft operating under visual flight rules (VFR)

- A. Standard left hand rectangular pattern for Runway 11.
- B. Nonstandard right hand rectangular pattern for Runway 29.
- C. At one thousand feet above ground level (AGL).
- D. Entrance to pattern shall be at forty-five-degree angle to the downwind leg and shall be established in the middle third of the downwind leg. Aircraft entering the airport traffic pattern shall be at pattern altitude at least one-half mile before entering the pattern.
- E. The normal departure procedure for aircraft shall be to maintain runway headings to one thousand five hundred feet MSL before turning. Aircraft remaining in the pattern shall climb to eight hundred feet MSL before making crosswind turn.

F. For aircraft operating under instrument flight rules (IFR) or conducting a practice IFR approach or departure:

Arriving and departing aircraft shall conform to the published instrument approach or departure procedures as published by the Federal Aviation Administration.

16.20.030 Aircraft approaching to determine airport conditions.

All aircraft approaching to determine airport conditions should remain at one thousand five hundred ninety feet MSL or more above the airport until entering the pattern. It is recommended that aircraft entering or remaining in the pattern announce their intentions on the common traffic advisory frequency (CTAF).

16.20.040 Helicopters.

Helicopters arriving at, operating on, or departing from the airport shall operate clear of the traffic pattern as established herein and shall operate on or over the field well clear of fixed-wing traffic and in accordance with the following regulations:

- A. All taxiing on the field shall be over the parallel taxiway, proceeding directly to the helicopter tie-down area.
- B. Helicopters may taxi to the fuel island by way of the parallel taxiway only.
- C. No hover or taxi practice operations shall be conducted without the approval of the airport manager and limits for the same may be established at their discretion.

Chapter 16.24— Aircraft Fueling and Defueling

16.24.010 Fueling and defueling restrictions.

No aircraft shall be fueled or defueled at the airport while engines are running or while such aircraft is in a hangar or enclosed space. During fueling and defueling, the aircraft shall be properly grounded.

16.24.020 Spillage of fuel.

Persons engaged in the fueling or defueling of aircraft shall exercise all caution to prevent spillage of fuel, including the filling of tanks to the point where they would overflow from heat expansion.

16.24.030 Static discharge precautions.

No person shall use any material likely to cause a static discharge during fueling or defueling of aircraft.

16.24.040 Fire extinguishers required.

Functioning fire extinguishers shall be within ready reach of persons engaged in fueling and defueling operations at all times.

16.24.050 Restrictions on engine start-up.

No person shall start the engine of any aircraft when there is gasoline on the ground under the aircraft.

16.24.060 Fueling hoses and defueling equipment.

Fueling hoses and defueling equipment shall be maintained in a safe, sound, and non-leaking condition at all times.

Chapter 16.28 – Airport Fire and Safety Rules

16.28.010 Compliance with applicable fire safety rules.

All persons using the airport shall comply with the fire safety rules and regulations contained in this chapter and with all fire safety laws, ordinances and regulations established by any regulatory agencies having jurisdiction for fire protection at the airport.

16.28.020 Power operated tugs.

Power operated tugs for moving aircraft used within hangars shall be of a type approved by the fire marshal.

16.28.030 Storage of material and equipment.

- A. No person shall store or stock material or equipment so as to constitute a fire hazard.
- B. No person shall store or place any flammable liquids, solids, gases, signal flares, or similar hazardous materials within any hangar or building except in areas or rooms specifically approved by the fire marshal. The storage of flammable liquids within buildings shall be under permit issued by the fire marshal. Such storage shall be in approved containers bearing the label of the Underwriters Laboratories, Inc. (five-gallon maximum container).

16.28.040 Maintenance and cleaning of hangars.

- A. All tenants of buildings shall maintain the floors of hangars, hangar ramps, and adjacent areas free and clean of oil, grease, and other flammable materials.
- B. No person shall use flammable substances for cleaning floors of hangars or other buildings.

16.28.050 Cleaning of aircraft engines and parts.

The cleaning of aircraft engines or other parts using solvents shall be limited in scope and only nonflammable or high flashpoint solvents shall be used. Drip and collecting pans shall be used during any cleaning process.

16.28.060 Disposal of gasoline and other flammable waste projects.

No person shall dispose of gasoline, oil, solvent, or other flammable waste products (HAZMAT) in any drain, manhole, open ditch, any garbage bin or receptacle, or other airport areas. HAZMAT must be disposed or recycled in accordance with state and local HAZMAT waste regulations and policies.

16.28.070 Painting and doping of aircraft.

Painting and doping of aircraft with flammable liquids shall be conducted only in areas or in buildings approved by the fire marshal.

16.28.080 Smoking restrictions.

No person shall smoke any cigarette, cigar or pipe, or strike any match or kindle any flame whatsoever within fifty feet of any aircraft while being fueled, or within fifty feet from fuel islands or any flammable liquid container, or within any aircraft workshop located upon the airport, except as approved by the fire marshal. Smoking shall be permitted within areas designated by the fire marshal.

16.28.090 Cutting and welding.

Cutting and welding, operations shall be conducted only within areas or buildings approved by the fire marshal.

16.28.100 Electrical wire, fixtures and appliances.

All electrical wiring, fixtures, and appliances shall be installed and maintained in accordance with the city Building Code, adopted in Section 17.04.010 of this Code, and the City Fire Code, adopted at Section 17.20.010 of this Code.

16.28.110 Commercial operators to provide fire safety training.

Each commercial operator shall institute training programs for employees in the use of portable fire extinguishing equipment and methods of evacuating or relocating occupants of the premises in case of fire or other emergency.

16.28.120 Portable fire extinguishers.

- A. Portable fire extinguishers shall be provided and installed by the Lessee or Licensee for all private hangars, including hangars used by Commercial Operators, as directed by the fire marshal as to number, type, and location.
- B. Portable fire extinguishers shall not be moved from designated locations for any reasons other than as a precaution against an immediate hazard or to be recharged.
- C. Access to all fire extinguishing equipment shall be kept free and unobstructed at all times. Portable fire extinguishers may be inspected periodically by the fire marshal.

16.28.130 Duty to report fire.

Every person who becomes aware of any fire or smoldering combustion of any unwarranted or insidious nature which is not confined within equipment designed for fire or which is a hazard to the premises shall report said fire or smoldering combustion without delay to the Petaluma Fire Department.

16.28.140 Fire marshal drills and inspections.

Fire prevention inspections may be conducted by the fire marshal and fire drills shall be held at their discretion.

Chapter 16.32 – Ultralight Aircraft and Unmanned Aircraft Systems

16.32.010 Rules and regulations governing ultralight aircraft.

All air vehicles which meet the applicability criteria listed in FAR Part 103 are considered ultralight aircraft.

Due to the unique operating characteristics, licensing procedures and minimal Federal Air Regulations, this chapter shall establish specific rules and regulations governing ultralight aircraft operators as defined in FAR Part 103. All other provisions of Title 16, excepting Chapter 16.20 governing aircraft traffic patterns, are applicable to ultralight aircraft operators.

16.32.020 Yielding right-of-way.

In accordance with FAA Part 103, ultralight operators shall maintain vigilance so as to see and avoid conventional aircraft and shall yield the right-of-way to all conventional aircraft.

16.32.030 Compliance with FAA rules and traffic patterns.

All ultralight aircraft arriving at or departing from the airport shall conform to the FAA rules for operations at airports without a control tower, including FAA Order 7110.99.

16.32.040 Unmanned Aircraft Systems (UAS)

Remote pilots and recreational flyers of UAS or drones must be aware of and avoid the aircraft traffic pattern and takeoff and landings areas of the airport. A UAS or drone must not interfere with operations at the airport and must yield right-of-way to all other aircraft.

Chapter 16.36 – Violations and Penalties

16.36.010 Penalty for violations.

The City may seek remedies for any violations of this section pursuant to any applicable authorities, including, but not limited to, those contained in Title 1 of the Petaluma Municipal Code.

ADOPTED this 7th day of November 2024, by following vote:

Commission Member	Aye	No	Absent	Abstain
Anna Dietrich				
Jeff Domich				
Colin Perry				
Marcus Margand				
Karen Nau				
Thomas McGaw				
Nancy Sasser				

Marcus Margand, Chair

ATTEST:

Dan Cohen, Airport Manager

APPROVED AS TO FORM:

Dylan Brady, Assistant City Attorney