



CITY OF PETALUMA, CALIFORNIA
Regular MEETING OF THE AIRPORT
COMMISSION

City Hall Council Chambers
11 English Street
Petaluma, CA 94952

MINUTES

Thursday, March 7, 2019

MEETING MINUTES

1. **CALL TO ORDER - 6:00 p.m.**

2. **ROLL CALL**

PRESENT: Council Member Kearney, Commission Member Ahrens, Commission Member Lawrence, Commission Member Hook, Commission Member MacDonald, and Commission Member McGaw.

ABSENT: None.

3. **PUBLIC COMMENT**

During General Public Comment, the public is invited to make comments on items of public interest that are within the Committee/Commission's subject matter jurisdiction and that are not listed on the current agenda. Public comments are limited to three minutes per person. Depending on the number of persons wishing to address the Committee/Commission, time will be allocated in equal shares totaling no more than twenty minutes.

Chair Ahrens

Jason Beatty, Assistant Director for the Public Works & Utilities Department - Announced Joshua McKeighan's promotion to Airport Manager.

Commission Member Lawrence

Council Member Kearney

Commission Member Lawrence

Chair Ahrens

Peggy Bakker - Spoke regarding introduction of P.A.P.A. president and Display Day last weekend.

Chair Ahrens

Marc Ashton - Spoke regarding safety issues at the Airport including lighting, vehicles speeding, and animals.

4. **PRESENTATION**

- A. None.

5. APPROVAL OF MINUTES

- A. Approval of Minutes of Regular Airport Commission Meeting of Thursday, January 3, 2019.

DRAFT Minutes 01-03-19 

Motion to Approve Minutes of Regular Airport Commission Meeting of Thursday, January 3, 2019. made by Commission Member McGaw, seconded by Commission Member MacDonald.

Vote: Motion carried 5 - 0.

Yes: Commission Member Ahrens, Commission Member Lawrence, Commission Member Hook , Commission Member MacDonald, and Commission Member McGaw.

Abstain: Council Member Kearney.

Commission Member Lawrence
Chair Ahrens

6. OLD BUSINESS

- A. None.

7. NEW BUSINESS

- A. Discuss and Elect a Vice Chair and Fill Any Vacant Subcommittee Positions.

7A Staff Report 

Chair Ahrens

Commission Member McGaw - Nominated Commission Member Hook for Vice Chair.

Commission Member MacDonald - Also nominated Commission Member Hook for Vice Chair.

Commission Member Hook - Not interested in serving as Vice Chair.

Commission Member Lawrence

Chair Ahrens

Commission Member Lawrence

Chair Ahrens

Commission Member Lawrence

Commission Member MacDonald - Nominated Commission Member McGaw for Vice Chair.

Commission Member McGaw - Agrees to be Vice Chair. Also stated he will not be Chair in July.

Motion to Approve to Elect Commission Member McGaw as Vice Chair made by Commission Member MacDonald, seconded by Commission Member Lawrence.

Vote: Motion carried 6 - 0.

Yes: Council Member Kearney, Commission Member Ahrens, Commission Member Lawrence, Commission Member Hook , Commission Member MacDonald, and Commission Member McGaw.

- B. Discussion and Recommendation for FY 19/20 Airport CIP Budget.

7B Staff Report 

7B-1 Attachment 

Chair Ahrens
Jason Beatty - Discussed Proposed CIP Projects for FY 19/20.
Chair Ahrens - Discussed estimate of hangar and apron repairs.
Jason Beatty
Chair Ahrens
Joshua McKeighan - Discussed location of repairs.
Chair Ahrens
Joshua McKeighan
Chair Ahrens - Discussed drainage repair for Hangar Row 11.
Jason Beatty
Chair Ahrens
Jason Beatty
Chair Ahrens - Discussed FAA Grant for Runway Electrical Improvements.
Jason Beatty
Chair Ahrens
Jason Beatty
Joshua McKeighan
Chair Ahrens
Jason Beatty
Chair Ahrens
Jason Beatty
Chair Ahrens
Jason Beatty
Joshua McKeighan
Chair Ahrens
Jason Beatty
Chair Ahrens
Commission Member Hook - Project Subcommittee is discussing FAA Guidelines.
Jason Beatty
Commission Member Hook
Chair Ahrens
Motion to Approve FY 19/20 Airport CIP Budget made by Commission Member McGaw,
seconded by Commission Member MacDonald.

Vote: Motion carried 6 - 0.

Yes: Council Member Kearney, Commission Member Ahrens, Commission Member Lawrence, Commission Member Hook , Commission Member MacDonald, and Commission Member McGaw.

C. Discussion and Recommendation for FY 19/20 Airport Budget Worksheet.

7C Staff Report 

7C-1 Attachment 

Chair Ahrens
Joshua McKeighan
Commission Member McGaw - Discussed revenues, expenditures, and Airport rates.
Chair Ahrens
Council Member Kearney - Discussed hangar rate comparisons.
Joshua McKeighan
Council Member Kearney
Chair Ahrens
Joshua McKeighan
Chair Ahrens
Motion to Approve FY 19/20 Airport Budget Worksheet made by Commission Member Lawrence, seconded by Commission Member McGaw.

Vote: Motion carried 6 - 0.

Yes: Council Member Kearney, Commission Member Ahrens, Commission Member Lawrence, Commission Member Hook , Commission Member MacDonald, and Commission Member McGaw.

D. Discussion and Direction for the Airport Enterprise Fund 5-Year Projections.

7D Staff Report - Five Year Projections 

7D-1 Airport Enterprise Fund Five Year Projections 

Chair Ahrens

Patrick Carter

Chair Ahrens

Patrick Carter

Chair Ahrens

Patrick Carter

Chair Ahrens

Joshua McKeighan

Chair Ahrens

Patrick Carter

Commission Member McGaw

Chair Ahrens - Recommends Mead & Hunt do a comparison study of airport rents, etc.

Commission Member MacDonald

Chair Ahrens

Commission Member McGaw

Commission Member MacDonald

Chair Ahrens

Council Member Kearney

Chair Ahrens

Commission Member Lawrence

Council Member Kearney

Chair Ahrens

Motion to Approve to Add Discussion and Recommendation for Mead & Hunt to Prepare a Market Survey for all Services in Alignment with the Airport of Similar Size and Services to Future Agenda Item made by Commission Member Ahrens, seconded by Commission Member Hook .

Vote: Motion carried 6 - 0.

Yes: Council Member Kearney, Commission Member Ahrens, Commission Member Lawrence, Commission Member Hook , Commission Member MacDonald, and Commission Member McGaw.

E. Discussion and Recommendation of Special Event Permit for P.A.P.A. Display Day.

7E Staff Report 

7E-1 PAPA Display Day Permit 

Chair Ahrens

Marc Ashton - Spoke regarding P.A.P.A.'s Display Day. Thanked P.A.P.A. for their support of the Airport.

Joshua McKeighan

Chair Ahrens

Commission Member McGaw

Chair Ahrens - Recommended staff include P.A.P.A. Display Day on future Airport agendas in December or January.

Motion to Approve Special Event Permit for P.A.P.A. Display Day made by Commission Member Lawrence, seconded by Commission Member McGaw.

Vote: Motion carried 6 - 0.

Yes: Council Member Kearney, Commission Member Ahrens, Commission Member Lawrence, Commission Member Hook , Commission Member MacDonald, and Commission Member McGaw.

8. COMMISSIONER COMMENT

A. Operations / Master Plan Subcommittee

Chair Ahrens

Commission Member Lawrence

Joshua McKeighan - Discussed open employment positions.

Chair Ahrens - Questioned if there was a timeframe of getting open position filled.

Joshua McKeighan

Chair Ahrens

Joshua McKeighan

Chair Ahrens

Joshua McKeighan

Commission Member McGaw

Joshua McKeighan

Commission Member Lawrence

B. Projects Subcommittee

Chair Ahrens - Correction on Staff Report 7A, Commission Member Hook is the Chair for the Projects Subcommittee.

Commission Member Hook - Discussed hangar maintenance project, and gate project.

Joshua McKeighan

Commission Member Hook - Discussed sign progress.

Chair Ahrens - Discussed access cards.

Joshua McKeighan

Chair Ahrens

Commission Member Hook

Chair Ahrens - Discussed Sonic internet.

Joshua McKeighan - Free public WiFi was installed.

Chair Ahrens

9. STAFF COMMENT

A. Review Monthly Financial Reports

9A Staff Report - Financial Rept 

9A-1 December Airport Financial Report 

9A-2 January Airport Financial Report 

Joshua McKeighan - Discussed Financial Reports.

Chair Ahrens - Confirmed the landscaping project done by City staff should be an intergovernmental transfer. Also requested costs of the project.

Joshua McKeighan

Chair Ahrens

Joshua McKeighan

Patrick Carter

Joshua McKeighan

Patrick Carter

Chair Ahrens

Joshua McKeighan
Chair Ahrens
Joshua McKeighan
Chair Ahrens - Discussed flooding issues by the gate.
Joshua McKeighan
Chair Ahrens

B. Manager's Summary

Joshua McKeighan - Discussed construction projects and Airport closure during construction/upgrade.
Chair Ahrens
Joshua McKeighan
Jason Beatty
Chair Ahrens - Recommends finding a solution to keep Airport open at least one day of the week during construction.
Joshua McKeighan
Chair Ahrens - Discussed fueling options during construction.
Joshua McKeighan
Chair Ahrens
Joshua McKeighan - Discussed researching leasing costs of tank for fuel.
Council Member Kearney - Directed staff to get costs for portable set up.
Commission Member MacDonald - Recommended staff look into different methods. Suggested installing conduit directional boring which is cheaper and faster.
Ron Mangon, Mangon Aircraft - Discussed compensation during Airport closure, and lease terms regarding same.
Chair Ahrens

10. COMMUNICATIONS

A. None.

Commission Member Lawrence - Advised comment "if not cancelled" under Item 11. Adjourn is unnecessary.
Chair Ahrens
Commission Member MacDonald - Advised will review Marc Ashton's comments at the next Projects Subcommittee meeting.
Council Member Kearney
Chair Ahrens

11. ADJOURN

- 7:25 p.m.

Next Meeting of the Airport Commission is scheduled for Thursday, April 4, 2019.