



City of PASO ROBLES AIRPORT COMMISSION

AGENDA – REGULAR MEETING April 22, 2021, at 6:30 p.m.

In compliance with the State and County Shelter at Home Orders, and as allowed by the Governor's Executive Order N-29-20, which allows for a deviation of teleconference rules required by the Ralph M. Brown Act, Airport Commission meetings will be held by teleconference only until further notice.

Interested persons may attend this meeting virtually. Contact the Airport office for connection instructions prior to the meeting. Anyone who would like to submit comments or material to the commission may do so via email to airportcommission@prcity.com, or contact the Airport Office at 805-237-3877 or airport@prcity.com for alternate arrangements.

6:30 PM - CALL TO ORDER PLEDGE OF ALLEGIANCE

ROLL CALL Commissioners Phoebe Brown, William Britton, Martin Caskey, Marc Dart, Tony Gaspar, Gary Marshall and Chairman Eric Cook

PUBLIC COMMENT

The public may address the Commission on items within the Commission's purview but not scheduled on the agenda. PLEASE BEGIN BY STATING YOUR NAME AND ADDRESS. EACH PERSON IS LIMITED TO 3 MINUTES. Any person or subject requiring more than three minutes may be scheduled for a future Committee meeting or referred to a sub-committee or staff. Those persons wishing to speak on any item scheduled on the agenda will be given an opportunity to do so at the time that item is being considered.

CONSENT AGENDA

1. Approve minutes of the January 28, 2021, Regular Meeting.

PRESENTATIONS - None

DISCUSSION ITEMS

2. Airport Leasing Policy – Proposed Amendment

The Commission appointed a sub-committee to review the Airport Leasing Policy and propose needed changes based on inconsistencies encountered with recent updates to FAA guidelines. The sub-committee has completed their review and is ready for consideration by the full Commission.

3. Sub-Committee Reports
 - Fuel Concession
 - Military Liaison
 - Airport Publicity and Promotion
4. Airport Business Improvement Plan – Periodic Review

The Airport Business Improvement Plan was enacted a number of years ago to aid in the orderly development of the airport. Much of the plan has been enacted and/or completed. A provision in the plan suggests a periodic review to determine progress and any needed modification of the plan going forward. The Commission is requested to consider the need to take action on the plan.

DIRECTOR/MANAGER UPDATES

- Current Construction Projects
- Upcoming Events

CITY COUNCIL LIAISON DISCUSSION

COMMISSION BUSINESS, REPORTS AND REQUESTS

ADJOURN Next Regular Meeting: 6:30 p.m. on June 24, 2021, at the Airport, 4900 Wing Way.



City of PASO ROBLES
AIRPORT COMMISSION
MINUTES – REGULAR MEETING
January 28, 2021 at 6:30 p.m.

In compliance with the State and County Shelter at Home Orders, and as allowed by the Governor’s Executive Order N-29-20, which allows for a deviation of teleconference rules required by the Ralph M. Brown Act, Airport Commission meetings will be held by teleconference only until further notice.

Interested persons requested access to the virtual meeting. A total of 23 participants were observed online.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - 6:30 PM

ROLL CALL –

Commissioners: Phoebe Brown, Bill Britton, Martin Caskey, Marc Dart, Gary Marshall, Tony Gaspar and Chairman Eric Cook

Absent: None

City Council: Steve Gregory, John Hamon

Staff: Tom Frutchey, Warren Frace, Darren Nash, Christopher Alakel, Roger Oxborrow, and Vikki Kuntz

PUBLIC COMMENT – None

CONSENT AGENDA

1. Meeting Minutes – A motion by Mr. Marshall, seconded by Mr. Britton, to approve the Consent Agenda as presented, passes with seven affirmative votes. The Consent Agenda consists of the minutes of the December 10, 2020 meeting.

DISCUSSION ITEMS

2. Lease Proposal – Yanks Air Museum

The Commission reviewed the proposal for the Yanks Air Museum. After a brief introduction by staff, Commission discussion centered mainly on the proposed location of the museum and what benefits this would bring to the Airport. Concerns included: timeframe for the project to start, revenue stream and leasing agreements for the airport; consideration of changes to the preliminary design; consideration of other possible locations; number of air worthy aircraft that would be housed at the museum; road improvements due to increased traffic, and how this may impact the Boys School facility adjacent to the museum. Mr. David Meyer, planning representative for the museum answered Commission questions. Staff advised that an economic impact study is currently being prepared and should be available for review at the next meeting. No public comments were received. **A motion** by Mr. Gaspar, seconded by Mr. Marshall, to adopt Option 1 of the agenda report, which requests staff and the applicant to return to a future meeting with specific proposals and justifications for Lease Terms, Lease Rates and an Aviation Services Use determination, passes with seven affirmative votes.

3. Airport Leasing Policy

The Commission reviewed the revisions to the Airport Leasing Policy, as proposed by the appointed sub-committee. There is still language in Section 8 regarding the reversion of building improvements on lease sites where the Commission requests additional clarification. Mr. Britton posed a question regarding confidentiality as specified in the lease review process. The sub-committee is requested to meet again to amend the current language. After discussion, **a motion** by Mr. Marshall, seconded by Mr. Gaspar, to continue the review of this document to the next meeting, thereby providing modified language for the commissioners to consider, passes unanimously.

4. Commission Work Plan

The Commission reviewed the workplan for 2020 and the accomplishments of the commission during the past year. Items were proposed for the upcoming year's efforts. Commissioner Brown suggested updating the airport's website and social media presence, as it currently appears to need some attention. She volunteered to work on updates to the website and social media aspects. The proposal included efforts to update or add sections on land use, planning and future design of the airport. The question of allowable access to the web sites was discussed. Staff will discuss proper procedure with the City IT department. Public comment was received from Bill Borgsmiller, President of ACI Jet, regarding website updates, and offering support from resources in his company website and marketing development department to assist in this effort. The need to maintain contact and to develop more of a relationship with Camp Roberts was suggested. Two commissioners, Mr. Caskey and Mr. Marshall, were assigned to pursue that task. The remaining commissioners felt that with the current projects still underway that no additional workload is necessary for the commission at this time. No other action is taken.

5. Airport Fuel Concession

The Commission discussed the upcoming expiration of the airport fueling concession agreement and the need to assist staff in the development of a process to determine the future of the fueling service. Three commissioners were appointed to assume the task - Mr. Dart, Mr. Caskey, and Chairman Cook. No action is taken at this time, but the matter will be discussed at the next meeting.

DIRECTOR/MANAGER UPDATES

The Commission received progress reports on current airport projects.

- The Environmental Assessment (EA) document for the airport solar project has completed its public comment period and received FAA approval. There are minor verbiage corrections required by FAA internal review that need to be made in the final document before the acceptance letter (FONSI) can be issued.
- The approval process for the Hangar Rules is now complete, and the approved document is available for use. Airport Staff will be working on enforcement issues over the next few months.

CITY COUNCIL LIAISON DISCUSSION

Councilmember Hamon reported on projects that are currently underway in the City. He provided additional information on the Yanks Air Museum, as he has recently toured the Chino facility with other City officials. He reported on efforts to sell/acquire the Boys School facility and the development of that site. The construction of Dry Creek Rd. is now complete and holding up quite well in the recent round of rainstorms.

COMMISSION BUSINESS, REPORTS AND REQUESTS - None

ADJOURN – 8:30 PM: Next Meeting: 6:30 p.m., March 21, 2021. The use of the virtual format is anticipated. Otherwise, the stated location is the Airport Terminal, 4900 Wing Way.