



# City of PASO ROBLES AIRPORT COMMISSION

## AGENDA – REGULAR MEETING January 24, 2019 at 6:30 p.m.

**Airport Terminal Conference Room, 4900 Wing Way, Paso Robles**

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### **6:30 PM - CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

**ROLL CALL** Commissioners Martin Caskey, Mitch Culver, Tony Gaspar, Gary Marshall, Michael Perez Robert Shannon, 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 December 6, 2018, Regular Meeting.

### **DISCUSSION ITEMS**

2. New Lease Proposal – RV Storage  
The Commission will receive preliminary information regarding a potential lease proposal for the development of an RV storage facility, and provide preliminary feedback to the applicant.
3. Sub-committee Report – Airport Promotion  
Appointed at the last commission meeting, the sub-committee will report on effort to further promote and publicize the airport and its various amenities and services.
4. Sub-committee Report – Airport Development  
Appointed at the last meeting, the sub-committee will report on effort to plan for future hangar development on the airport.

### **DIRECTOR/MANAGER UPDATES**

Staff will update the Commission on the progress of the various capital projects currently underway.

### **CITY COUNCIL LIAISON DISCUSSION**

- City Council Meeting Highlights

### **COMMISSION BUSINESS, REPORTS AND REQUESTS**

**ADJOURN** Next Regular Meeting: 6:30 p.m. on March 28, 2019, at the Airport, 4900 Wing Way.



# City of PASO ROBLES

## AIRPORT COMMISSION

### MINUTES – REGULAR MEETING

December 6, 2018

**Airport Terminal, 4900 Wing Way, Paso Robles**

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

#### **ROLL CALL –**

Commissioners: Martin Caskey, Eric Cook, Mitch Culver, Tony Gaspar, Gary Marshall, Michael Perez and Robert Shannon

Staff: Dick McKinley & Roger Oxborrow

#### **PUBLIC COMMENT - None**

#### **CONSENT AGENDA**

1. Meeting Minutes – **A motion** by Mr. Marshall, seconded by Mr. Gaspar, to approve the Consent Agenda as presented, passes with Commissioners Perez and Shannon abstaining. The agenda consists of the minutes of the October 25, 2018, meeting. They were not officially in attendance at that meeting.

#### **DISCUSSION ITEMS**

2. Sewer Connection – Dry Creek Road

(Commissioner Mitch Culver steps down for this item due to a potential conflict of interest.)

Staff provides a brief introduction to this item, giving background and a history of how the sewer service to the Dry Creek Road area has evolved. Existing lease agreements contain various provisions, or lack thereof, requiring tenant participation in the construction and connection cost of the service. Various individual situations are considered as some tenants have recently invested significantly in their own septic systems onsite. With the advent of sewer service, all are required to connect. The cost and time line requirements are discussed. Public comment is heard from Milton Culver, Bill Culver, Thom Schulz and JC Diefenderfer. After discussion, Mr. Caskey makes **a motion** to approve the proposed recommendations to the City Council with an amendment to allow 2 years to connect and abandon any existing systems that have been installed within the past six years. The motion is seconded by Mr. Marshall and passes unanimously.

(Commissioner Culver returns to his seat.)

3. Well Location – Runway 31 Approach

The Commission considers a proposed location for a new municipal water well at the east perimeter of the airport, on the approach to Runway 31. The location is outside the prescribed building restriction limits and runway safety areas. The proposed height will not exceed 10 feet, which is below the runway approach slope surfaces. After discussion, the Commission expresses no concern or opposition to the proposed location.

4. Airport Economic Development

The Commission considered various elements of an economic development effort. An opportunity is available to advertise the airport in the local Chamber of Commerce magazine. Possible versions of the ad are reviewed. A sub-committee consisting of Mr. Gaspar, Mr. Culver and Mr. Shannon is appointed to pursue this project, as well as other possible sources of exposure. Mr. Shannon will make efforts to maintain the Airport's Facebook page and possibly other social media options.

4. Airport Economic Development (continued)

A second area of focus is with hangar development. Possible concepts, designs and locations are discussed. The Commission supports the construction of additional hangars for both smaller, general aviation aircraft and also larger jets. It is felt there is need for both. A sub-committee consisting of Commissioners Caskey, Marshall and Perez is appointed to research, and develop concepts that may be viable for future projects. No other action is taken at this time.

**DIRECTOR/MANAGER UPDATES**

The Commission received brief reports on each of the following.

- Airport staffing reclassifications and upgrades continuing through review processes.
- The successful completion of the annual airport safety/compliance inspection.
- Consultant contracts for environmental work on the Propeller Drive extension and for the Helipad expansion are before the City Council for approval at their next meeting.
- Continuing status of various airport projects: The Verizon cell tower, the Solar farm, and the restaurant patio cover.

**CITY COUNCIL LIAISON DISCUSSION**

Highlights from the City Council meetings of November 6, 20 and December 4 are provided for commission review. No action is taken..

**COMMISSION REPORTS AND REQUESTS - None**

The tentative 2019 meeting schedule is reviewed briefly.

**ADJOURN – 8:50 PM**

Next Meeting: 6:30 p.m., January 24, 2019, at the Airport Terminal, 4900 Wing Way.