



# City of PASO ROBLES AIRPORT COMMISSION

## AGENDA – REGULAR MEETING

January 27, 2022, at 6:30 p.m.  
AIRPORT TERMINAL, 4900 Wing Way

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The City has returned to hybrid public meetings pursuant to AB 361, which allows for a deviation from the teleconference rules required by the Ralph M. Brown Act. Residents now have the option to attend the meeting in person or to participate remotely. For those attending in person, the Airport Conference area will be at limited capacity to allow for compliance with the social distancing requirements of the state and county health departments. Masks will be required for all individuals in the room. If the maximum capacity is met, additional attendees will be asked to participate in the meeting via the remote options provided.

Anyone wishing to participate in the meeting via the TEAMS platform may submit a request to the airport office at [airport@prcity.com](mailto:airport@prcity.com) or by calling 805-237-3877 to obtain the access code and sign-in procedure.

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

**ROLL CALL** Commissioners Ben Andros, Phoebe Brown, William Britton, Marc Dart, Tony Gaspar, Sarah Gipple 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 9, 2021, Regular Meeting.

### DISCUSSION ITEMS

2. Development Access Request – Estrella Cemetery  
The Commission will review a request from the Pleasant Valley Estrella Cemetery District to consider an MOU which will grant an access easement along the northwest airport perimeter fence to allow off-street parking for the cemetery facility. The Commission is requested to forward a recommendation to the City Council based on their discussion and findings.
3. Sub-Committee Reports  
At the last meeting, the Commission appointed various members to serve on sub-committees to review certain issues and accomplish specific work tasks over the coming months. The sub-committees are provided opportunity to report on their efforts.

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|-----------------------------|--------------------------------|
| • Hangar Rules              | Mr. Gaspar, Mr. Dart           |
| • Military Liaison          | Miss Gipple, Mr. Andros        |
| • Promotion & Publicity     | Miss Brown, Miss Gipple        |
| • Business Improvement Plan | Mr. Britton, Mr. Gaspar        |
| • Fuel Concession RFP       | Mr. Cook, Mr. Dart, Mr. Andros |
| • Hangar Construction       | Mr. Gaspar, Mr. Dart           |

### DIRECTOR/MANAGER UPDATES

### CITY COUNCIL LIAISON DISCUSSION

### COMMISSION BUSINESS, REPORTS AND REQUESTS

- Election of Officers for the 2022 year.

**ADJOURN** Next Regular Meeting: 6:30 p.m. on March 24, 2022, at the Airport, 4900 Wing Way.



# City of PASO ROBLES

## AIRPORT COMMISSION

### MINUTES – REGULAR MEETING

December 9, 2021 at 6:30 p.m.

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#### CALL TO ORDER AND PLEDGE OF ALLEGIANCE - 6:40 PM

**OATH OF OFFICE** – Interim Public Works Director Christopher Alakel administers the Oath of Office to incoming commissioners Sarah Gipple and Ben Andros.

#### ROLL CALL –

Commissioners: Ben Andros, Bill Britton, Phoebe Brown, Marc Dart (online), Tony Gaspar, Sarah Gipple and Eric Cook

City Council: Mayor Steve Martin (online)

Staff: Christopher Alakel, Mark Scandalis, Roger Oxborrow,

**PUBLIC COMMENT** – None

#### CONSENT AGENDA

1. Meeting Minutes – **A motion** by Mr. Britton, seconded by Mr. Gaspar, to approve the Consent Agenda as presented, passes unanimously. The Consent Agenda contains the minutes of the Oct. 28, 2021 meeting.

#### DISCUSSION ITEMS

2. Spaceport License – Update

The City's ongoing effort to pursue an FAA Spaceport license and the associated development of a 'Tech Corridor' which provides infrastructure to serve the area continues to make progress. City Economic Development Manager, Paul Sloan, provides a presentation to the commission that highlights conversations and contacts that have been made with various entities in the industry. Of particular note is the request to execute a Letter of Intent (LOI) with one of the firms. The Commission is requested to review the LOI and consider recommending to the City Council that the LOI be approved as a standard document that may be executed with parties interested in the spaceport process. Staff responded to commission questions. The commission heard comments from Mayor Steve Martin and from Martin Caskey. Thereafter, **a motion** by Mr. Gaspar, seconded by Miss Gipple, to adopt Option 1 of the staff report, to "...Recommend the spaceport effort continue along the current dual track of the feasibility study for the licensing process and the promotion contacts with prospective clients. These contacts may include the signing of a non-binding Letter of Intent (LOI) with prospective clients in order to memorialize a relationship with the City and the spaceport. The Commission finds the proposed LOI to be satisfactory and recommends it be approved by the City Council..." passes unanimously.

**Airport Commission  
December 9, 2021, Meeting Minutes – continued  
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3. Future Planning – Commission Work Effort

The commission reviewed the report on sub-committee assignments and their accomplishments over the past year. Discussion of the various issues resulted in assignments of commissioners to serve on the sub-committees for the upcoming year.

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|-----------------------------|--------------------------------|
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**DIRECTOR/MANAGER UPDATES**

The Commission received progress reports on current airport projects and activities. No action is taken.

**CITY COUNCIL LIAISON DISCUSSION**

Mayor Martin report on recent City Council actions within the City. No action is taken.

**COMMISSION BUSINESS, REPORTS AND REQUESTS - None**

**ADJOURN – 8:20 PM:** Next Meeting: 6:30 p.m., January 27, 2022. The use of the virtual format is anticipated. Otherwise, the stated location is the Airport Terminal, 4900 Wing Way.