



# City of PASO ROBLES AIRPORT COMMISSION

## AGENDA – REGULAR MEETING June 23, 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. 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 April 28th, 2022, Regular Meeting

### DISCUSSION ITEMS

2. Development Request – Cygnet Aerospace Corp

The Commission is requested to consider this proposed new lease and Aeronautical development of Parcel 39 adjacent to taxiway Foxtrot. The intent is to sustainably develop the lease site to be the headquarters of the aviation business with additional hangers to house light jet and turbo prop aircraft. The project is consistent and comparable with other developments in the area and the long-term lease will provide a new stream of revenue to the airport.

3. New Lease Request – Pacific Management and Development

The Commission is requested to consider this proposed new lease and Aeronautical development of Parcel 2 adjacent to taxiway Foxtrot. The project consists of two executive type hangers that can accommodate various based aircraft. The project is consistent and comparable with other developments in the area and the long-term lease will provide a new stream of revenue to the airport.

4. Airport Minimum Standards Update

The assigned subcommittee has completed their review of the Minimum Standards document and the changes have been presented to the full commission for review. The Commission is now requested to recommend the amended document to City Council for adoption.

5. Sub-Committee Reports

The Commission has appointed various members to serve on sub-committees to review certain issues and accomplish specific work tasks. The sub-committees are provided opportunity here to report on their efforts. It is also appropriate to recommend changes to the status of the sub-committee if it is warranted.

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(5. Sub-Committee Reports – Continued)

The assigned sub-committees are as follows:

- |   |                    |
|---|--------------------|
| • Military Liaison                      | Gipple, Andros     |
| • Promotion & Publicity                 | Brown, Gipple      |
| • Business Improvement Plan (Spaceport) | Britton, Gaspar    |
| • Fuel Concession RFP (Rev.Min.Stds.)   | Cook, Dart, Andros |
| • Hangar Construction                   | Gaspar, Dart       |

**DIRECTOR/MANAGER UPDATES**

**CITY COUNCIL LIAISON DISCUSSION**

**COMMISSION BUSINESS, REPORTS AND REQUESTS**

**ADJOURN**      Next Regular Meeting: 6:30 p.m. on August 25, 2022, at the Airport, 4900 Wing Way.



# City of PASO ROBLES

## AIRPORT COMMISSION

### MINUTES – REGULAR MEETING

April 28, 2022 at 6:30 p.m.

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

#### ROLL CALL –

Commissioners: Ben Andros(online),Phoebe Brown, Marc Dart, Tony Gaspar, Sarah Gipple, & Eric Cook  
Absent: Bill Britton  
City Council: John Hamon  
Staff: Paul Sloan, Mark Scandalis, Roger Oxborrow,

**PUBLIC COMMENT** – Elliott Cannon inquired about the Spaceport effort. Paul Sloan provided an update later in the meeting.

#### CONSENT AGENDA

1. Meeting Minutes – **A motion** by Mr. Dart, seconded by Mr. Gaspar, to approve the Consent Agenda as presented, passes unanimously. The Consent Agenda contains the minutes of the January 27, 2022 Regular meeting and the Cancellation of the March 24, 2022 meeting.

#### DISCUSSION ITEMS

2. Development Request – John Moore

The commission reviewed a request from John Moore to approve a proposed hangar construction project consisting of five hangars on his existing lease site (Parcel 28), which will then complete the final phase of that site development. The Commission reviewed the site layout, the sizes of the hangars and the need for more hangars, in the current market. **A motion** by Miss Gipple, seconded by Miss Brown, to approve the request passes with 6 affirmative votes with Commissioner Britton being absent.

#### CHAIRMAN COOK STEPS DOWN

3. New Lease Request – Cook’s Coastal Enterprises, LLC.

The Commission reviewed a request from Cook’s Coastal Enterprises, LLC to enter into a new Short-Term Lease Agreement (5 year) for the rental of office space in the airport terminal. The applicant has occupied this space for many years. With the expiration of previous rental agreements, it is requested that a new agreement be approved. After discussion, **a motion** by Mr. Dart, seconded by Miss Brown, to recommend to the City Council that the requested agreement be approved, passes with 5 affirmative votes with Commissioner Britton and Chairman Cook being absent.

#### CHAIRMAN COOK RESUMES HIS SEAT

4. New Lease Request – Mr. Tom’s Tile Corp.

The Commission reviewed a request from Tom & Cathy Hilliard of Mr. Tom’s Tile Corp. to lease Parcel 53 in the Airport Industrial Park (Dry Creek Road). The proposal is to initially construct 3-5,000 sq. ft. buildings to house their warehouse, fabrication shop and showroom for the tile business, as well as laydown and storage yard on the site. The merits of new development and continued economic growth in the City are discussed. **A motion** by Mr. Gaspar, seconded by Miss Gipple, to recommend approval of the request and allow the applicants to proceed through the leasing process and the City Development process passes with 5 affirmative votes. Commissioner Britton is absent. Commissioner Andros abstains.

5. Sub-Committee Reports

Chairman Cook provided opportunity for each of the appointed sub-committees to report on their efforts since the last meeting and make any recommendations that would support the issues they are working on.

- Military Liaison (Gipple, Andros): Miss Gipple reports of the continued need to increase our contact with the military and provide added exposure to their operations and their needs to utilize our airport. The sub-committee will work to be more involved in the community outreach programs currently underway.
- Promotion & Publicity (Brown, Gipple): Miss Brown reports on recent discussions to further develop the airport's online presence through the established City web resources, not only for the Airport Services exposure but also the other airport business and promotional efforts that are underway. This continues to be a work in progress.
- Business Improvement Plan (Britton, Gaspar): A significant part of the business improvement work is now being heavily affected by the Spaceport licensing effort. The Commission recently participated in a joint workshop with the City Council and the Planning Commission to review the current status of the licensing process and the many contacts and in-roads that are being made throughout the industry in this process. Paul Sloan, City Economic Development Manager, provided additional information as this program continues to develop on a daily basis. As the Spaceport element is more clearly defined, the remainder of the business development needs of the airport will be addressed.
- Fuel Concession RFP (Cook, Dart, Andros): The continuing effort of the sub-committee to more accurately define the scope and composition of airport service providers has resulted in a final draft of an updated Airport Minimum Standards document. Staff provided a recap of the discussion points and the proposed modifications to the document in a redlined version for the commissioners to read and comment on at the next meeting. Once approved by the commission, the updated version will be forward to the City Council for their review and adoption.
- Hangar Construction (Gaspar, Dart): The sub-committee has developed a concept for a hangar project that would provide additional hangars on the airport. Possible site layouts, hangar sizes, business models and building requirements were discussed. The sub-committee will provide additional financial information at the next meeting.

**DIRECTOR/MANAGER UPDATES**

The airport manager provided information on three areas of focus on the airport.

- Review and implementation of the Airport Leasing Policy as new legislation affects the leasing requests and modifications to lease that are in process.
- Current lease requests and actions that have taken place in recent weeks.
- Federal and State grants that the airport has been party to and recipient of.

No action is taken by the commission.

**CITY COUNCIL LIAISON DISCUSSION**

Councilmember John Hamon provides additional information on the Spaceport and Tech Corridor effort. He compliments the commission on their many activities and accomplishments in the recent past. No action is taken.

**COMMISSION BUSINESS, REPORTS AND REQUESTS**

Commissioner Dart requests an update on the hangar rules enforcement effort.

**ADJOURN –8:55 PM:** Next Meeting: 6:30 p.m., June 23, 2022, at the Airport Terminal, 4900 Wing Way.