



# City of PASO ROBLES AIRPORT COMMISSION

## AGENDA – REGULAR MEETING August 25, 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 June 23, 2022, Regular Meeting

### DISCUSSION ITEMS

2. 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.

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 October 27, 2022, at the Airport, 4900 Wing Way.



# City of PASO ROBLES

## AIRPORT COMMISSION

### MINUTES – REGULAR MEETING

June 23, 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, Phoebe Brown, Marc Dart, Tony Gaspar, Sarah Gipple(online), & Eric Cook  
Absent: Bill Britton  
City Council: N/A  
Staff: Christopher Alekel, Mark Scandalis, Roger Oxborrow,

**PUBLIC COMMENT** – Elliott Cannon inquired about the Spaceport effort, AOPA annual meeting, Yanks Museum, and Boys School progress. Dale Gustin discussed his concerns with traffic on airport road. Chairman Eric Cook and Public Works Director Christopher Alakel addressed comments.

#### 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 April 28th, 2022 Regular meeting.

#### DISCUSSION ITEMS

2. Development Request – Cygnet Aerospace Corp

The commission reviewed a request from Cygnet Aerospace Corp to approve a proposed hangar construction project consisting of Hangers, office, and workshop space on parcel 39. The project is to be developed in three phases, phase one: hanger/office/workshop, phase two: executive type hangar, phase three: two more executive type hangars. The Commission reviewed the site layout, the sizes of the hangars and the need for more hangars, in the current market. **A motion** by Mr. Britton, seconded by Miss Brown, to approve the request passes with 7 affirmative votes.

3. Development Request – Pacific Management and Development

The Commission reviewed a request from Pacific Management and Development to approve a proposed hangar construction project consisting of 2-4 executive type hangars on Parcel 2 of parcel 52. After discussion, public comment was received by Martin Caskey, Elliott Cannon, Dale Gustin, and Andrew Robillard. **A motion** by Mr. Gaspar, seconded by Mr. Britton, to recommend to the City Council that the requested agreement be approved, passes with 7 affirmative votes.

4. Airport Minimum Standards Update

The Commission was, at the April 2022 meeting, asked to review the updated Minimum Standards document. At the June 2022 meeting the Commission brought forth minor changes discovered in their review. After discussion, public comment was received by Brad Lamb and Dale Gustin. **A motion** was made by Mr. Dart, seconded by Mr. Britton, to recommend approval of the updated Minimum Standards document with the recommended changes incorporated be sent to the Council for final approval. The vote passes with 7 affirmative votes.

**Airport Commission**  
**April 28, 2022, Meeting Minutes – continued**  
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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 she has contacted representatives from Camp Roberts and has scheduled a meeting with them in the coming weeks. The sub-committee continues to look for more ways to be involved in the community.
- 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. The updated Airport website was presented to the full Commission for review and input. Suggested changes will be added, 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. Mr. Britton reported that Spaceport licensing effort is moving forward with a tentative date of March 2023 for submittal of licensing paperwork. Mr. Britton also reported contact with Venture capitalist firms and signatories of letters of intent to use the proposed Spaceport. 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): Staff provided a recap of the discussion points and the proposed modifications to the document at the April 2022 meeting. The commissioners brought forth comments and findings from their review and voted to approve the updated Minimum Standards document with changes incorporated. The updated version is recommended to be forwarded to the City Council for their review and adoption.
- Hangar Construction (Gaspar, Dart): The sub-committee expressed support for the two hangar development projects presented at the meeting.

**DIRECTOR/MANAGER UPDATES**

With the pending retirement of long serving Airport Manager Roger Oxborrow, the Public Works Director, Christopher Alakel, announced the appointment of the new Airport Manager, Mark Scandalis.

The Commission formally recognized Roger Oxborrow for his dedication and 38 years of service to The City of Paso Robles Municipal Airport. All agreed his leadership and commitment to the Airport has been unparalleled and wished him the best in his pending retirement.

**CITY COUNCIL LIAISON DISCUSSION**

No update from the City Council liaison.

**COMMISSION BUSINESS, REPORTS AND REQUESTS**

No requests from commission.

**ADJOURN –9:00 PM:** Next Meeting: 6:30 p.m., August 25, 2022, at the Airport Terminal, 4900 Wing Way.