



City of PASO ROBLES AIRPORT COMMISSION

AGENDA – REGULAR MEETING October 22, 2020, 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 Martin Caskey, Marc Dart, 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 August 27, 2020, Regular Meeting.

PRESENTATIONS - None

DISCUSSION ITEMS

2. Airport Leasing Policy
The Commission appointed a sub-committee to begin a review of the Airport Leasing Policy, adopted in June 2017, to determine the need for any changes or modifications to the document as it continues to guide leasing practices on the airport. The sub-committee will provide a brief report on the progress made thus far and receive any comments on their work.
3. Airport Parcel Map
The effort to update the airport parcel maps for the various development areas is nearing completion. The Commission is requested to review the draft plan and comment on any concerns or discrepancies encountered. Comments will be forwarded to the consulting engineer.

DIRECTOR/MANAGER UPDATES

Staff will report on recent airport activities and projects.

CITY COUNCIL LIAISON DISCUSSION

City Council Meeting Highlights

COMMISSION BUSINESS, REPORTS AND REQUESTS

ADJOURN Next Regular Meeting: 6:30 p.m. on December 10, 2020, at the Airport, 4900 Wing Way.



City of PASO ROBLES
AIRPORT COMMISSION
MINUTES – REGULAR MEETING
August 27, 2020 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 8 participants were observed online.

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

ROLL CALL –

Commissioners: Martin Caskey, Marc Dart, Gary Marshall, Michael Perez, and Chairman Eric Cook
Absent: Tony Gaspar, Robert Shannon
City Council: John Hamon
Staff: Roger Oxborrow

PUBLIC COMMENT – None

CONSENT AGENDA

1. Meeting Minutes – **A motion** by Mr. Marshall, seconded by Mr. Dart, to approve Item #1 of the Consent Agenda as presented, passes unanimously. Item #1 is the minutes of the May 28 meeting.
2. Lease Actions – After a brief question regarding lease procedure, **a motion** by Mr. Marshall to approve the remainder of the Consent Agenda (Items #2 & #3), seconded by Mr. Caskey, passes by roll call vote with 5 affirmative votes; 2 commissioners are absent. The remainder of the Consent Agenda consists of an extension of the Ackerman agricultural lease and the recommendation of approval of a property lease for Joe Gouin.

DISCUSSION ITEMS

4. Airport Leasing Policy Review

Recent changes in FAA Policy guidance and in the airport effort to streamline the development process, have prompted the consideration of the need of possible modifications to the adopted Airport Leasing Policy. The policy was adopted in 2017 and has served the effort well since then. It appears that certain modifications could make the process more effective and efficient. The Commission received a presentation by staff which outlined the various factors that may need consideration. After discussion, Chairman Cook appointed three commissioners, Marc Dart, Martin Caskey and Gary Marshall, to serve on a sub-committee with Councilmember John Hamon to complete an overall review of the document and determine the actual elements that need modification. The sub-committee will report back to the full commission at the October meeting.

DIRECTOR/MANAGER UPDATES

Staff reported on upcoming Airport activities that have recently been placed on the calendar for later this year and for 2021. The fire season has created additional activity on the airport. The new air ambulance service that recently opened is providing a valuable addition to the list of airport services available to the community. The progress of the various construction projects – water main, sewer main and street rehabilitation of Dry Creek Road, are discussed. No action is taken.

CITY COUNCIL LIAISON DISCUSSION

Councilmember Hamon provided additional information on City Council activity and actions that have taken place in the recent past. These items are all outlined in Council Highlights and other reports that have been provided.

He also made special note of the departure of our Public Works Director, Dick McKinley. Dick has been with the City for the past five years. Since his arrival, he has been a constant advocate and supporter of the airport and its efforts to grow. Dick has provided guidance by way of recommending and helping to implement new and updated policies and procedures to help streamline airport operations and development. He has been a good friend and will surely be missed.

COMMISSION BUSINESS, REPORTS AND REQUESTS

Mr. Marshall asked for an update on the Verizon cell tower project and also on the solar farm project. The commissioners all echoed their thanks and well wishes to Mr. McKinley.

ADJOURN – 8:00 PM: Next Meeting: 6:30 p.m., October 22, 2020, at the Airport Terminal, 4900 Wing Way.