



# City of PASO ROBLES AIRPORT COMMISSION

## AGENDA – REGULAR MEETING October 25, 2018 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, Mike Nunno, 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 23, 2018, Regular Meeting.

### DISCUSSION ITEMS

2. Economic Development  
The Commission is requested to consider a 'next step' in the effort to promote and develop the airport and its various assets. Key focus will be Marketing of the Airport, and how to disseminate that marketing. Discussion will provide direction for staff to formulate support tools to aid in the effort and supplement future Commission discussions.

### DIRECTOR/MANAGER UPDATES

3. Airport Staffing  
The Commission will receive a report on the final development of a staffing strategy to be forwarded for City Council consideration.
4. Airport Capital Project  
Staff will provide updates on the various capital projects currently underway on and around the airport and answer any questions or concerns posed by the Commission.
5. Airport Activities and Events  
The Commission will review various airport events and activities and receive a report on the recent meeting with FAA representatives regarding various development issues on the airport.

### CITY COUNCIL LIAISON DISCUSSION

- City Council Meeting Highlights

### COMMISSION BUSINESS, REPORTS AND REQUESTS

- Commission Re-appointments and upcoming meeting schedule

**ADJOURN** Next Regular Meeting: 6:30 p.m. on December 6, 2018, at the Airport, 4900 Wing Way.



# City of PASO ROBLES

## AIRPORT COMMISSION

### MINUTES – REGULAR MEETING

August 23, 2018

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

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#### **CALL TO ORDER AND PLEDGE OF ALLEGIANCE - 6:31 PM**

#### **ROLL CALL –**

Commissioners: Martin Caskey, Eric Cook, Mitch Culver, Tony Gaspar, Gary Marshall and Michael Nunno  
City Council: Jim Reed (Liaison), John Hamon  
Staff: Tom Frutchey, Warren Frace, Dick McKinley & Roger Oxborrow

#### **PUBLIC COMMENT**

- Kendall Pearson, owner of Air Paso Flight Services, a new flight school on the airport, advises that he is now open and in operation. He has three aircraft and three instructors available.
- Luke Newlon, Manager of ACI Jet, advises that AirJav, a new maintenance service, is also now open for business.

#### **CONSENT AGENDA**

1. Meeting Minutes – **A motion** by Mr. Caskey, seconded by Mr. Nunno, to approve the Consent Agenda as presented, passes unanimously. The agenda consists of the minutes of the June 21, 2018 meeting.

#### **DISCUSSION ITEMS**

2. Economic Development

The Commission received a presentation from Josh Cross, Economic Development Director for the Paso Robles Chamber of Commerce, as he outlined a very comprehensive effort currently underway to target specific clients and market the various properties that are available around the airport and the Youth Authority facility as their development is a priority in the City. The many tools that the Chamber has available are discussed – specifically, entrepreneurial support and training, relocation services and potential marketing strategies. The commissioners expressed support for all of the effort and offered their assistance wherever possible.

City Manager Tom Frutchey added to the presentation as he reported on the status of the CYA facility and the City's current effort to purchase it.

Councilman Jim Reed asked about the involvement of the Economic Impact study previously initiated by the Airport Advisory Committee and then tabled by the commission. Mr. Frutchey responded with the assurance that the economic studies currently underway by the County, as the closure of PG&E's Diablo Canyon facility is considered, very adequately provide the information the commission was seeking from their initial effort.

The commission encourages the continuation of the effort to target specific marketing strategies for this area. No other action is taken.

#### **DIRECTOR/MANAGER UPDATES**

3. Development Fee Review

The Commission reviews the City Council action to adopt a new interim fee structure for hangar development at the airport as was requested at the last meeting. Their appreciation for the prompt response to their concerns was expressed. Staff responded to questions regarding implementation of the fees, who they would apply to and the process to lock in fees on a specific project. No other action is taken.

**Airport Commission**  
**August 23 Meeting Minutes – continued**  
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4. Airport Staffing

The Commission received a report on the cost impacts to increase and upgrade airport staffing. The concept and the anticipated costs are tentatively agreed to by the commission. It is requested that staff now identify available funding sources for these increases and report back at the next meeting with more detail and a formal recommendation. No other action is taken.

5. Airport Pipeline Project

Staff reports on the progress of the airport pipeline project, now that the bids have been opened and the final cost is determined. A tentative timeline for the construction process is identified. The commission takes no action on the matter.

**CITY COUNCIL LIAISON DISCUSSION**

City Council Highlights from the meetings of June 19-20 and July 17-18 are included for Commission review. Councilmember Reed offers to answer any additional questions or concerns from the commission.

**COMMISSION REPORTS AND REQUESTS**

Commissioner Gaspar reviews his list of airport improvements that he would like to see initiated. Commissioner Marshall inquires as to the status of the cell tower project and the solar farm. Staff advises that the re-appointment process for expiring commission terms is underway and outlines a tentative time schedule to complete the interviews. Commissioner Nunno advises that he will not be seeking re-appointment to the commission. Staff, audience and Commission members review a possible site for a Pilot Lounge.

**ADJOURN – 8:45 PM**

Next Meeting: 6:30 p.m., October 25, at the Airport Terminal, 4900 Wing Way.