



City of PASO ROBLES

AIRPORT COMMISSION

AGENDA – REGULAR MEETING

October 28, 2021, at 6:30 p.m.
AIRPORT TERMINAL, 4900 Wing Way

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 or by calling 805-237-3877 to obtain the access code and sign-in procedure.

6:30 PM - CALL TO ORDER PLEDGE OF ALLEGIANCE

ROLL CALL Commissioners Phoebe Brown, William Britton, Martin Caskey, Marc Dart, Tony Gaspar, Gary Marshall 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 September 24, 2021, Regular Meeting.

DISCUSSION ITEMS

1. Spaceport License - Update
The Commission will receive an update on the progress that has been made thus far as the various elements of this major effort are explored. No action is requested at this time.
2. Development Proposal - Andros
The Commission is requested to review a development proposal that has been submitted by the Andros firm to construct hangars on a vacant parcel that is currently available along Dry Creek Road. A recommendation of the Commission is requested to forward along with the proposal to the City Council for approval.
3. Sub-Committee Reports
 - Airport Business Improvement Plan
 - Airport Publicity and Promotion

DIRECTOR/MANAGER UPDATES

- FAA Grants and Airport Improvement Project
- Commission Appointments

CITY COUNCIL LIAISON DISCUSSION

COMMISSION BUSINESS, REPORTS AND REQUESTS

ADJOURN Next Regular Meeting: 6:30 p.m. on December 9, 2021, at the Airport, 4900 Wing Way.



City of PASO ROBLES

AIRPORT COMMISSION

MINUTES – REGULAR MEETING

August 26, 2021 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 19 participants were observed online.

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

ROLL CALL –

Commissioners: Phoebe Brown, Bill Britton, Martin Caskey, Marc Dart, Gary Marshall, and Eric Cook
Absent: Tony Gaspar
City Council: Mayor Steve Martin, John Hamon
Staff: Christopher Alakel, Warrant Frace, Paul Sloan, Roger Oxborrow, and Vikki Kuntz

PUBLIC COMMENT – None

CONSENT AGENDA

1. Meeting Minutes – **A motion** by Mr. Marshall, seconded by Mr. Britton, to approve the Consent Agenda as presented, passes with six affirmative votes. The Consent Agenda consists of the minutes of the June 23, 2021 meeting.

DISCUSSION ITEMS

2. Commercial Development Project - The Landing (Former Youth Correctional Facility)

Community Development Director Warren Frace provided a presentation to the commission outlining the development concept for the Former Youth Correctional Facility located adjacent to the airport. He introduced members of the development team from Majestic Realty who provided more in-depth details of their proposed concept. Questions from the commission regarding transportation impacts, future airport use and overall City planning provisions were answered by the team. This item was informational only for the commission and no action was taken.

3. Sub-Committee Reports

- **Airport Business Improvement Plan**

Commissioner Britton advised that because of scheduling, the sub-committee has not had the opportunity to meet since the last Commission meeting. Work will continue during the next month with a progress report at the next commission meeting.

- **Airport Publicity and Promotion**

Commissioner Brown reported n efforts to incorporate a social media presence into current City web resources. She continues to work through some of the obstacles she has encountered.

4. Spaceport License

Staff reported on the progress of the Spaceport License application process since the last meeting. A Pre-application has been filed with the FAA which will initiate a response and list of requirements which will then provide a template for the Commission to work from. It is premature for the commission to take an action at this point, but all aspects of the process will need to be review and compiled by the Commission before a full application is submitted. No action is taken.

DIRECTOR/MANAGER UPDATES

The Commission received progress reports on current airport projects and activities.

- Bid opening for the airfield electrical project and the progress in executing the contract documents.
- Paving of Dry Creek Road to take place right after Labor Day.
- The Museum Car Show & Swap Meet is scheduled for October 2.

Commissioners are reminded of a special training on September 8 that they are requested to attend. Two of the Commission expire on October 31. The advertising process will begin shortly.

CITY COUNCIL LIAISON DISCUSSION

Councilmember Hamon responded, complimenting the presentations and discussions that had taken place. He had nothing further to add.

COMMISSION BUSINESS, REPORTS AND REQUESTS – Commissioner Dart asked that the Fuel Vendor RFP sub-committee plan to meet within the next week or two. Staff will schedule a date.

ADJOURN – 8:55 PM: Next Meeting: 6:30 p.m., October 28, 2021. The use of the virtual format is anticipated. Otherwise, the stated location is the Airport Terminal, 4900 Wing Way.