



# City of PASO ROBLES AIRPORT COMMISSION

## AGENDA – REGULAR MEETING December 6, 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, 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 October 25, 2018, Regular Meeting.

### DISCUSSION ITEMS

2. Sewer Connection – Dry Creek Road

The Commission is requested to review a fee structure developed by staff and intended to provide a fair and equitable process to apply to each airport tenant located along Dry Creek Road and served by the new sanitary sewer system being installed there. The commission's review, comments and recommendation will be forwarded to the City Council as they consider adoption of this proposed action.

3. Well Location – Runway 31 Approach

The Commission is requested to consider a site at the edge of the Runway 31 clear zone for the location of a municipal water well. The impacts and restrictions of the various protection areas will be highlighted in a discussion of the request.

4. Airport Economic Development

Continuing with the discussion at the previous meeting, the Commission will continue with the formation of sub-committees to assist in planning a marketing and development strategy for the airport. A primary focus will be new hangar development and its location.

### DIRECTOR/MANAGER UPDATES

### CITY COUNCIL LIAISON DISCUSSION

- City Council Meeting Highlights

### COMMISSION BUSINESS, REPORTS AND REQUESTS

**ADJOURN** Next Regular Meeting: 6:30 p.m. on January 24, 2019, at the Airport, 4900 Wing Way.



# City of PASO ROBLES

## AIRPORT COMMISSION

### MINUTES – REGULAR MEETING

October 25, 2018

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

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#### **CALL TO ORDER AND PLEDGE OF ALLEGIANCE - 6:30 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: Dick McKinley & Roger Oxborrow

#### **PUBLIC COMMENT**

- Elliott Cannon inquired about the local response to hangar construction now that the City Council has adjusted the development fee structure.

#### **CONSENT AGENDA**

1. Meeting Minutes – **A motion** by Mr. Nunno, seconded by Mr. Marshall, to approve the Consent Agenda as presented, passes unanimously. The agenda consists of the minutes of the August 28, 2018, meeting.

#### **DISCUSSION ITEMS**

2. Economic Development

After a brief introduction by staff, the Commission discussed the various elements of a marketing strategy for the airport. A number of major questions remain, which, it was decided, could best be addressed in a sub-committee setting, rather than among the full commission.

Some of the questions to address are: What would a marketing product look like? How would it be published? What is an appropriate working budget? Define the target market. Is there support available through existing programs in the City and would this effort be better served by working in concert with those programs already in place?

Chair Cook asked Commissioner Caskey to serve on the sub-committee. It was then decided that with two new members joining the commission at the next meeting, it would be better to wait until they are seated and able to possibly serve in this effort. No other action is taken.

The Airport Commission and staff then discussed the status of the hangar project on the 2.5 acre site. Staff advised that preliminary design had been completed by Mr. Reed. The project has an overall budget of \$62,000 for design and \$200,000 for construction. The next steps would be for staff to secure a full engineering design for the project so construction bids could be secured. The idea is that the City would do the design, install the water and sewer utilities, build a shared restroom and the taxilanes, and get plans for the hangars through the permit process.

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

3. Airport Staffing

The Commission receives additional information in support of the effort to increase staff support at the airport. The current direction is two-fold, first, the reclassification of the airport manager position is under review and may possibly be forwarded to the City Council for consideration at a meeting in November; secondly, the assignment of a full-time maintenance position becomes a budget matter which will be added to a mid-term budget review after the first of the year. The Commission expressed support of the stated direction and encouraged staff to continue to pursue these additions.

**Airport Commission**  
**October 25 Meeting Minutes – continued**  
**Page 2**

4. Airport Capital Project

The Commission reviewed the direction of the proposed Capital Improvement Program for FAA funding, which includes an expansion of the main terminal parking apron. The current status of the pipeline project(s) and Dry Creek Road improvements are discussed. No action is taken.

5. Airport Activities and Events

Staff reports on the most recent of airport events – a two-day fly-in of Lancairs who came to sample the local fare. Organizers claimed it to be a successful activity for them. Fire season for this year is winding down. The local EAA chapter will host a pancake breakfast for Young Eagles participants on November 4. No other activities are currently scheduled.

**CITY COUNCIL LIAISON DISCUSSION**

Highlights from the City Council meetings of August 7 through October 16 are provided for Commission review. Councilmember Reed offers to answer any additional questions or concerns from the commission. Councilmember Hamon noted the City Council approval of a new concept – that of a public/private partnership with Firestone Brewery and their effort to pave some of the City streets in their area.

**COMMISSION REPORTS AND REQUESTS**

This meeting is the last in the terms of three of the commissioners – Caskey, Marshall and Nunno. Commissioners Caskey and Marshall have been reappointed to new terms on the commission. Mr. Nunno did not seek reappointment to another term. Councilmember Jim Reed, City Council Liaison to the commission presented Mr. Nunno with a Certificate of Appreciation for his service during this term. New appointees Michael Perez and Robert Shannon are introduced to the commission. They will take their seats at the next meeting on December 6.

**ADJOURN – 7:50 PM**

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