



City of PASO ROBLES AIRPORT COMMISSION

AGENDA – REGULAR MEETING December 10, 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 Phoebe Brown, William Britton, Martin Caskey, Marc Dart, Tony Gaspar, Gary Marshall and Chairman Eric Cook

COMMISSION BUSINESS

The Oath of Office will be administered to new commissioners Phoebe Brown and William Britton.

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 22, 2020, Regular Meeting.

PRESENTATIONS - None

DISCUSSION ITEMS

2. Airport Hangar Rules

The Commission will review a proposed amendment to the Hangar Rules section of the Airport Rules & Regulations. This amendment has been prepared by the assigned sub-committee and then circulated separately to the public and to all hangar tenants for comment. The Commission recommendation will be forwarded to City Council for adoption.

3. Airport Leasing Policy

The appointed sub-committee will report on their efforts to review and suggest modifications to the current Airport Leasing Policy. The Commission will consider the progress and any issues that have developed and direct the next step in the amendment process.

4. Airport Capital Improvement Plan

The Airport Capital Improvement Plan has been updated in accordance with the annual FAA request. The Commission will review the project list and consider the proposed prioritization of the various elements.

DIRECTOR/MANAGER UPDATES

CITY COUNCIL LIAISON DISCUSSION

COMMISSION BUSINESS, REPORTS AND REQUESTS

ADJOURN Next Regular Meeting: 6:30 p.m. on January 28, 2021, at the Airport, 4900 Wing Way.



City of PASO ROBLES
AIRPORT COMMISSION
MINUTES – 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 requested access to the virtual meeting. A total of 11 participants were observed online.

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

ROLL CALL –

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

PUBLIC COMMENT – None

CONSENT AGENDA

1. Meeting Minutes – A motion by Mr. Marshall, seconded by Mr. Perez, to approve the Consent Agenda as presented, passes unanimously. The Consent Agenda consists of the minutes of the August 27, 2020 meeting.

DISCUSSION ITEMS

2. Airport Leasing Policy

The Commission received a report from the sub-committee assigned to review the current Leasing Policy and propose modifications where needed. The objective is to improve and clarify the provisions for lease term extension, termination, continuing occupancy by existing tenants and the need for ownership of building improvements to revert to the Airport. Commissioner Gaspar commented on the need for the reversion process. Commissioner Marshall advised that the process is indeed under consideration. Commissioner Dart agreed that the sub-committee will be ready to provide a draft product for full commission review at the next meeting. No other action is taken.

3. Airport Parcel Map

The Commission reviewed the proposed revisions to the airport parcel map and the effort to document the many changes in property lines and descriptions that have occurred over the years among the many iterations of the various leases. The intent of the update is to remove past lot lines that are no longer valid and to accurately reflect the current site definitions. Staff responded to questions. No action is taken.

DIRECTOR/MANAGER UPDATES

City Manager Tom Frutchey provided a detailed presentation on current economic development in the airport area. He outlined the initial discussions that have taken place in response to a request from the Yanks Air Museum to locate on the airport. This proposal in a more refined form will be returned to the Commission for review and recommendation. The effort to utilize the Boys’ School facility continues. The potential to complement Airport development is discussed.

DIRECTOR/MANAGER UPDATES (Continued)

The Commission reviewed the various airport activities that have been held over the past month. It is noted that the local chapter of the Experimental Aircraft Association (EAA) is the driving force behind most of this activity, with the involvement of the Estrella Warbirds Museum also being a key factor.

A number of lease agreement modifications and amendments have been completed and approved. Two new leases have been executed and an amendment to the solar power agreement is now completed.

No action is taken on any report items.

CITY COUNCIL LIAISON DISCUSSION

Councilmember Hamon reported on recent City Council actions and various activities in the City. He elaborated on current City actions regarding low-income and homeless housing and with the local economic development efforts underway.

COMMISSION BUSINESS, REPORTS AND REQUESTS

Chairman Cook invited Mr. Alakel to report on the City Council action to appoint new members of the Commission. On October 21, the City Council held interviews and then took action to appoint Phoebe Brown and William Britton to new 3-year terms which expire on October 31, 2023.

The Chairman further recognized outgoing Commissioners Robert Shannon and Michael Perez for their dedication and service to the commission and the airport.

The Chairman questioned the status of the effort to update the Hangar Rules. It is the consensus of the commission that this effort should move forward despite the COVID restrictions. Staff is directed to proceed with a public notification and comment process that will allow interested parties to provide input and to bring the matter to the next Commission meeting for discussion.

ADJOURN – 7:40 PM: Next Meeting: 6:30 p.m., December 10, 2020. The use of the virtual format is anticipated. Otherwise, the stated location is the Airport Terminal, 4900 Wing Way.