



City of PASO ROBLES

AIRPORT COMMISSION

AGENDA – REGULAR MEETING

August 26, 2021, at 6:30 p.m.
AIRPORT TERMINAL, 4900 Wing Way

With the reopening of California and removal of meeting capacity restrictions, the City of Paso Robles has returned to in-person meetings for Airport Commission. Out of an abundance of caution, seating capacity at public meetings will be limited to provide adequate social distancing for those inside the meeting room. Due to the small number of persons who typically attend the meetings, it is felt that adequate seating space is still available, even with the additional distancing provisions. The meeting will not be broadcast online. Any persons who are not comfortable with meeting in person can submit written comment to the Airport Office up until noon of the meeting day and it will be distributed to the Commission members prior to the meeting.

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 June 23, 2021, Regular Meeting.

DISCUSSION ITEMS

2. Commercial Development Project –The Landing (Former Youth Correctional Facility)
The scope of this project, located adjacent to the airport, continues to unfold. Many of its facets may affect the airport. This presentation is made to the Commission to make sure that all are apprised of the intent and the progress toward their goals. This item is presented for information only and no action is requested.
3. Sub-Committee Reports
 - Airport Business Improvement Plan
 - Airport Publicity and Promotion
4. Spaceport License
The Commission will receive an update on the progress being made through the pre-application process with FAA and the key role that the Commission will play in the final development of the application package.

DIRECTOR/MANAGER UPDATES

- FAA Grants and Airport Improvement Project
- Upcoming Events
- Commission Appointments

CITY COUNCIL LIAISON DISCUSSION

COMMISSION BUSINESS, REPORTS AND REQUESTS

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



City of PASO ROBLES
AIRPORT COMMISSION
MINUTES – REGULAR MEETING
June 23, 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 20 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: Greg Carpenter, Paul Sloan, Roger Oxborrow, and Vikki Kuntz

PUBLIC COMMENT – None

CONSENT AGENDA

1. Meeting Minutes – **A motion** by Mr. Caskey, seconded by Mr. Dart, to approve the Consent Agenda as presented, passes with six affirmative votes. The Consent Agenda consists of the minutes of the April 22, 2021 meeting.

DISCUSSION ITEMS

2. Hangar Development Concept – Legacy Aviation

The Commission is requested to consider a hangar development concept being proposed in the south area, along Taxiway ‘F’. Les Whittlesey and Allen Shay made the presentation to the Commission and then answered questions regarding the proposed project. Discussion focused on the types of businesses that would be conducted in the hangars and if they would be considered appropriate uses under FAA guidelines. The Commission considered how the property was being planned and designed for development, location and access for both aircraft and pedestrians, as well as compliance with master lease agreements. There was concern about outdoor storage and the accumulation “bone yards” as sometime develop in museum-type settings. The applicants advised that their intent is to strictly adhere to the adopted rules and regulations and ensure that the site would reflect the highest quality standards of construction and appearance. The potential of connecting with entities such as Cuesta College and Cal Poly, etc. would also benefit any research and development efforts that may be associated with the tenants of the project. Since this presentation was for information only, the Commission took no action, but expected to receive a more detailed request for action at a future meeting.

3. Sub-Committee Reports

- **Airport Business Improvement Plan**

Commissioner Britton advised that the sub-committee has met twice. At the first meeting, it was suggested that the available resources of Cal Poly might be beneficial in studying airport development. At the second meeting, the sub-committee heard from Mr. Paul Jurisan, Director, Digital Transformation Hub (DxHub) at Cal Poly, who explained what his organization does and what would be applicable to the airport. Their next quarter’s activities start gearing up in August and they could put together a scope of work for their study at that time.

- Airport Publicity and Promotion
Commissioner Brown updated the Commission on her efforts to upgrade the City's Airport website. She reports that she needs to have a discussion with City IT team, as there is a platform issue. The Commission thanked her for all her efforts in putting this together.

4. Spaceport License

Commissioner Britton gave a very informative presentation to the commission on the FAA program to issue licenses to potential spaceport sites in the country, as aviation moves into a whole new realm of focus. He provided an overview of the program concept and identified its potential for future activity and development on our airport. Commission questions ranged from how this would affect current operations at the airport to how unmanned launches would theoretically be conducted. Commissioner Britton advised that it would not affect operations in any way, that aircraft whether manned or unmanned would be handled just like all others within the airspace, and that a flight plan would always be filed and followed. Commissioners posed various questions about long-term leases, whether grant funding would be available, or if such projects would be privately funded. He stated that all possibilities would be considered. Councilmember Hamon asked if Paul Sloan, City Economic Development Manager, has been involved in discussing the opportunities for economic development. Mr. Sloan advised that he has been included in various conversations, including one with the FAA Spaceport Alliance. Mayor Martin advised that this is an ideal mission for the City and the Airport, and he is very enthusiastic about this opportunity. Response to a question from the public regarding a control tower advises that it was not considered in this discussion, nor is it a requirement of FAA. There was also a public statement of concern regarding general aviation, student training and how they will be affected. The FAA will not grant a license unless the plan shows that it will not impact general aviation activities. The Commission thanked Mr. Britton for his presentation and expects to see the project return to the Commission for a more thorough review and subsequent recommendation to the City Council.

DIRECTOR/MANAGER UPDATES

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

- Increased fire traffic.
- Training exercises at Camp Roberts.
- Spaceport and development.
- Solar Farm.
- Bid opening for the airfield electrical upgrades project on June 24, 2021
- The Museum Car Show & Swap Meet is scheduled for October 2.
- The EAA summer camp has been canceled.

Further staff comment suggested to the Commission that with the various land use proposals being considered, it should become important for the City to review the airport area and consider just what land is now available for the proposed development projects.

CITY COUNCIL LIAISON DISCUSSION

Councilmember Hamon reported on the Boys School Development and how it is moving through the planning and development process. Currently, a major issue is vehicle traffic to the area. A traffic study is underway. Councilman Hamon also agrees that a plan depicting available airport land to develop would be helpful to the City Council.

COMMISSION BUSINESS, REPORTS AND REQUESTS – Commissioner Dart agreed that a new map depicting existing leases and land available land for future lease would be helpful. The Business Improvement Plan sub-committee agrees to update the Available Land map and present it at the next meeting. Chairman Cook also wanted to recognize and thank City Staff for doing a great job in maintaining the airport.

ADJOURN – 8:28 PM: Next Meeting: 6:30 p.m., August 26, 2021. The use of the virtual format is anticipated. Otherwise, the stated location is the Airport Terminal, 4900 Wing Way.