



City of PASO ROBLES

AIRPORT COMMISSION

AGENDA – REGULAR MEETING

December 9, 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 Ben Andros, Phoebe Brown, William Britton, Marc Dart, Tony Gaspar, Sarah Gipple and Chairman Eric Cook

COMMISSION BUSINESS

The Oath of Office will be administered to new commissioners Sarah Gipple and Ben Andros.

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 28, 2021, Regular Meeting.

DISCUSSION ITEMS

1. Spaceport License - Update
The Commission will receive an update on the progress that has been made thus far and will consider a request to review a proposed Letter of Intent (LOI) document and recommend its approval to the City Council.
2. Future Planning – Commission Work Effort
The Commission will review the various sub-committee assignments and Commission accomplishments during the past year and discuss possible project objectives for this coming year.

DIRECTOR/MANAGER UPDATES

CITY COUNCIL LIAISON DISCUSSION

COMMISSION BUSINESS, REPORTS AND REQUESTS

ADJOURN Next Regular Meeting: 6:30 p.m. on January 27, 2022, at the Airport, 4900 Wing Way.



City of PASO ROBLES

AIRPORT COMMISSION

MINUTES – REGULAR MEETING

October 28, 2021 at 6:30 p.m.

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.

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

ROLL CALL –

Commissioners: Bill Britton, Martin Caskey, Marc Dart, Tony Gaspar, Gary Marshall, and Eric Cook
Absent: Phoebe Brown
City Council: Mayor Steve Martin (online), John Hamon
Staff: Roger Oxborrow,

PUBLIC COMMENT – None

CONSENT AGENDA

1. Meeting Minutes – A motion by Mr. Marshall, seconded by Mr. Dart, to approve the Consent Agenda as presented, passes with six affirmative votes. (Commissioner Brown is absent.) The Consent Agenda consists of the minutes of the August 26, 2021 meeting.

DISCUSSION ITEMS

2. Spaceport License – Update

The commission received a report from staff on the recent activity towards developing a strategy to apply for an FAA Spaceport license, and at the same time, pursue a parallel course of developing the infrastructure that would be required to support the related research and development interests that would be associated with this effort. The work continues and the commission will be informed of the progress and involved in the recommendations for action as they arise. The commission heard comments from Mayor Steve Martin and from Elliott Cannon. No action was taken.

3. Development Proposal – Andros

The commission reviewed a development proposal to lease a 2.5 acre parcel on the south side of the airport for new hangar development. The propose tenant would be the Andros Family, which currently leases and adjoining parcel in that area. The commission questioned specific details of the project, including hangar sizes, and numbers, the development time schedule, and the intended uses that would be allowed within the hangars, if other than just aircraft storage. After discussion, **a motion** by Mr. Britton, seconded by Mr. Dart, to continue the item to the next meeting to allow staff and the applicant to provide a more detailed time frame and structure of the actual agreement for commission review, passes with six affirmative votes. (Commissioner Brown is absent.)

4. Sub-Committee Reports

- Airport Business Improvement Plan - Nothing to report
- Airport Publicity and Promotion – Nothing to report
- Fuel Concession RFP – The sub-committee continues to review the current Airport Minimum Standards and the requirements for an FBO to sell fuel.

DIRECTOR/MANAGER UPDATES

The Commission received progress reports on current airport projects and activities. No action is taken.

CITY COUNCIL LIAISON DISCUSSION

Councilmember Hamon commented on the Spaceport licensing effort and the continued effort to develop the Boys School facility. He encouraged both projects citing the benefits to the community if these are done properly.

COMMISSION BUSINESS, REPORTS AND REQUESTS - None

Chairman Cook noted that the terms of service for Commissioners Caskey and Marshall are expiring and this is their last meeting. At this time, it is unknown if they will be reappointed. Nevertheless, he notes that they have served their terms with diligence and dedication. Their interest and expertise in aviation and our airport has been invaluable as the commission has pursued it various duties over this time. He thanks them for their service.

ADJOURN – 7:40 PM: Next Meeting: 6:30 p.m., December 9, 2021. The use of the virtual format is anticipated. Otherwise, the stated location is the Airport Terminal, 4900 Wing Way.