



# City of PASO ROBLES

## AIRPORT COMMISSION

### AGENDA – REGULAR MEETING

April 28, 2022, at 6:30 p.m.  
AIRPORT TERMINAL, 4900 Wing Way

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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. Anyone wishing to participate in the meeting via the TEAMS platform may submit a request to the airport office at [airport@prcity.com](mailto:airport@prcity.com) or by calling 805-237-3877 to obtain the access code and sign-in procedure.

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#### 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

#### 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 January 27, 2022, Regular Meeting, Cancellation of the March 24, 2022, meeting.

#### DISCUSSION ITEMS

2. Development Request – John Moore  
The Commission is requested to review a development proposal submitted by John Moore, to construct five additional hangars on the Parcel 28 lease site, located at 4760 Wing Way. This project would complete the development of the subject parcel. If acceptable, the commission's approval of the project would be the final step in the review process.
3. New Lease Request – Cook's Coastal Enterprises, LLC.  
The rental agreement on this occupancy has expired. The tenant has requested a new five-year agreement, which is consistent with adopted Lease Policy. If the Commission recommends approval of the proposed agreement, it will be forwarded to the City Council for final action.
4. New Lease Request – Mr. Tom's Tile  
The Commission is requested to consider this proposed new lease and NON-Aeronautical development of Parcel 53 in the Airport Industrial Park (Dry Creek Road). The project is consistent and compatible with other developments in the area and the long-term lease will provide a new stream of revenue to the airport, as well as the obvious economic benefits to the community. Commission approval would allow a long-term lease agreement to be drafted and the applicant to proceed through the City's development review process.
5. Sub-Committee Reports  
The Commission has appointed various members to serve on sub-committees to review certain issues and accomplish specific work tasks. The sub-committees are provided opportunity here to report on their efforts. It is also appropriate to recommend changes to the status of the sub-committee if it is warranted.

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(5. Sub-Committee Reports – Continued)

The assigned sub-committees are as follows:

- |   |                    |
|---|--------------------|
| • Military Liaison                      | Gipple, Andros     |
| • Promotion & Publicity                 | Brown, Gipple      |
| • Business Improvement Plan (Spaceport) | Britton, Gaspar    |
| • Fuel Concession RFP (Rev.Min.Stds.)   | Cook, Dart, Andros |
| • Hangar Construction                   | Gaspar, Dart       |

**DIRECTOR/MANAGER UPDATES**

- Airport Leasing Policy
- Airport Leases – Progress Report
- Airport Grants – Progress Report

**CITY COUNCIL LIAISON DISCUSSION**

**COMMISSION BUSINESS, REPORTS AND REQUESTS**

**ADJOURN**      Next Regular Meeting: 6:30 p.m. on June 23, 2022, at the Airport, 4900 Wing Way.



# City of PASO ROBLES

## AIRPORT COMMISSION

### MINUTES – REGULAR MEETING

January 27, 2022 at 6:30 p.m.

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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](mailto:airport@prcity.com) or by calling 805-237-3877 to obtain the access code and sign-in procedure.

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

#### ROLL CALL –

Commissioners: Ben Andros, Bill Britton, Phoebe Brown (online), Marc Dart, Tony Gaspar (online), Sarah Gipple and Eric Cook  
City Council: Mayor Steve Martin (online), John Hamon  
Staff: Paul Sloan (online), Mark Scandalis, Roger Oxborrow,

**PUBLIC COMMENT – None**

#### CONSENT AGENDA

1. Meeting Minutes – A motion by Mr. Dart, seconded by Miss Gipple, to approve the Consent Agenda as presented, passes unanimously. The Consent Agenda contains the minutes of the Dec. 9, 2021 meeting.

#### DISCUSSION ITEMS

2. Development Access Request – Estrella Cemetery

The commission reviewed a request from the Pleasant Valley Estrella Cemetery District to recommend approval of an access easement along the northwest airport perimeter which would provide off-street access and parking for the historical monument. Discussion included consideration of requirements for liability insurance and perhaps a more firm statement of the term of the agreement, rather than the stated automatic one-year renewal. The commission heard comments from Rick Meeks and Henry Heer, members of the cemetery board. A motion by Mr. Britton, seconded by Mr. Dart to recommend approval of the access request to the City Council, passes unanimously.

3. Sub-Committee Reports

Chairman Cook provided opportunity for each of the appointed sub-committees to report on their efforts over the past month and make any recommendations that would support the issues they are working on.

- Hangar Rules (Gaspar, Dart): After a review of the adopted hangar rules, it is determined that the rules document adequately addresses the concerns of the commission and the requirements of the FAA. While there is need to engage in a more involved enforcement effort, there is not a need to amend the regulations document. As part of the enforcement/compliance effort, a hangar clean-up day is being planned for early next month. Inspections of each of the hangars will follow shortly thereafter. With this work completed, it is recommended that this committee be dissolved now.
- Military Liaison (Gipple, Andros): Miss Gipple attended a recent community outreach program (online) sponsored by the military regarding our local bases. There is nothing further to report at this time.

**Airport Commission**  
**January 27, 2022, Meeting Minutes – continued**  
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- Promotion & Publicity (Brown, Gipple): A recent meeting with Mayor Martin helped to establish the direction and purpose of the commission's promotional efforts. The Mayor reported the he had met with the City's IT Manager and determined the suitability of a web site outside of the City's Web presence. The committee will continue to develop the web page effort and report back at the next meeting.
- Business Improvement Plan (Britton, Gaspar): Work continues on the effort to determine the feasibility of obtaining a spaceport license. No other activity to report.
- Fuel Concession RFP (Cook, Dart, Andros): The continuing first step in this effort is to determine the accuracy of the Minimum Standards document, as it defines the scope of service expected by the fuel concession. When this work is completed, then the actual RFP document will be drafted and published.
- Hangar Construction (Gaspar, Dart): After an initial meeting, work by the committee has continued as site visits around the airport have been part of trying to determine a suitable location for the proposed hangar row. Additional background is being gathered through visits with various tenants and other interested players. A more formal report is planned for the March meeting.

**DIRECTOR/MANAGER UPDATES**

The Commission received reports on the current status of various airport projects. The major development is the commencement of the FAA-funded Airfield Electrical Rehabilitation project, which is scheduled to begin within the week. No action is taken.

**CITY COUNCIL LIAISON DISCUSSION**

Councilmember John Hamon added emphasis to the web site and the effort to promote the airport. There is growing interest in the prospects of the tech corridor development. He also reports City Council action to approve funding for a traffic study on Airport Road, in anticipation of the development in the airport area and with respect to the tech corridor. No action is taken.

**COMMISSION BUSINESS, REPORTS AND REQUESTS –**

The commission requests access to the complete Environmental Assessment document (Solar Project) when it is approved by the FAA and available for public review.

The commission requests a report on results of the hangar inspection/enforcement effort at the next meeting.

Commissioner Andros suggests the tech corridor effort reach out to other tech industry users, not just those related to the space industry. There continues to be additional interest in this prospect.

**ELECTION OF OFFICERS –**

A motion by Mr. Dart, seconded by Mr. Britton, to elect Eric Cook as Chair for the year passes unanimously. A motion by Mr. Cook, seconded by Mr. Dart to elect Tony Gaspar as vice-Chairman passes unanimously.

**ADJOURN –7:35 PM:** Next Meeting: 6:30 p.m., March 24, 2022, at the Airport Terminal, 4900 Wing Way.