



# City of PASO ROBLES

## AIRPORT COMMISSION

### MINUTES – REGULAR MEETING

August 26, 2021 at 6:30 p.m.

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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 19 participants were observed online.

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#### 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: Christopher Alakel, Warrant Frace, Paul Sloan, Roger Oxborrow, and Vikki Kuntz

**PUBLIC COMMENT – None**

#### CONSENT AGENDA

1. Meeting Minutes – A motion by Mr. Marshall, seconded by Mr. Britton, to approve the Consent Agenda as presented, passes with six affirmative votes. The Consent Agenda consists of the minutes of the June 23, 2021 meeting.

#### DISCUSSION ITEMS

2. Commercial Development Project - The Landing (Former Youth Correctional Facility)

Community Development Director Warren Frace provided a presentation to the commission outlining the development concept for the Former Youth Correctional Facility located adjacent to the airport. He introduced members of the development team from Majestic Realty who provided more in-depth details of their proposed concept. Questions from the commission regarding transportation impacts, future airport use and overall City planning provisions were answered by the team. This item was informational only for the commission and no action was taken.

3. Sub-Committee Reports

- Airport Business Improvement Plan

Commissioner Britton advised that because of scheduling, the sub-committee has not had the opportunity to meet since the last Commission meeting. Work will continue during the next month with a progress report at the next commission meeting.

- Airport Publicity and Promotion

Commissioner Brown reported n efforts to incorporate a social media presence into current City web resources. She continues to work through some of the obstacles she has encountered.

4. Spaceport License

Staff reported on the progress of the Spaceport License application process since the last meeting. A Pre-application has been filed with the FAA which will initiate a response and list of requirements which will then provide a template for the Commission to work from. It is premature for the commission to take an action at this point, but all aspects of the process will need to be review and compiled by the Commission before a full application is submitted. No action is taken.

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

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

- Bid opening for the airfield electrical project and the progress in executing the contract documents.
- Paving of Dry Creek Road to take place right after Labor Day.
- The Museum Car Show & Swap Meet is scheduled for October 2.

Commissioners are reminded of a special training on September 8 that they are requested to attend. Two of the Commission expire on October 31. The advertising process will begin shortly.

#### **CITY COUNCIL LIAISON DISCUSSION**

Councilmember Hamon responded, complimenting the presentations and discussions that had taken place. He had nothing further to add.

**COMMISSION BUSINESS, REPORTS AND REQUESTS** – Commissioner Dart asked that the Fuel Vendor RFP sub-committee plan to meet within the next week or two. Staff will schedule a date.

**ADJOURN – 8:55 PM:** Next Meeting: 6:30 p.m., October 28, 2021. The use of the virtual format is anticipated. Otherwise, the stated location is the Airport Terminal, 4900 Wing Way.