



CITY OF EL PASO DE ROBLES
"The Pass of the Oaks"

AIRPORT ADVISORY COMMITTEE
MINUTES

Thursday, December 11, 2008 - - 7:00 PM
Airport Terminal Conference Room – 4900 Wing Way

CALL TO ORDER - Roll Call:

Committee members: Bray, Caruthers, Cook, Diefenderfer, & Kenyon
Alternate: Wayne Rice
City Council: John Hamon
Staff: Meg Williamson, Roger Oxborrow

PUBLIC COMMENT

Phil Corman (307 Montebello Oaks) introduces himself and informs the committee of his efforts to form an Airport Working Group. The focus of the group will be to improve the quality of service provided by the FBO. He looks forward to presenting the results of his work to the committee at a future meeting.

Alex Fisher (Paso Robles Jet Center) reports on the progress of the Jet Center over the past year. He identifies a significant list of amenities and services that are now offered to the public and the additional personnel that are now available to meet the needs of those who fly in.

Chairman Caruthers introduces new appointees Jason Diefenderfer and Wayne Rice (Alternate) and congratulates Mark Kenyon on his appointment as a regular member and Eric Cook on his reappointment.

COMMITTEE BUSINESS

1. Minutes

A motion by Mr. Bray, seconded by Mr. Cook to approve the September 25, 2008, minutes passes unanimously.

2. Sub-Committee Reports

- City Liaison – Mr. Caruthers reports minimal activity during the election and committee interview processes.
- Airport Promotion – No activity to report

3. Recognition

Chairman Caruthers presents Ron Rose with a Certificate of Appreciation for his 10 years of service on the Committee. Appropriate words of acknowledgement followed.

RECESS. The Committee takes a short recess for refreshments in honor of Mr. Rose.

DISCUSSION

4. Airport Business Plan

Mark Kenyon leads a discussion of the resulting efforts of the Business Plan sub-committee in developing a basic structure for the plan. He outlines the points of focus that include encouragement of outside inquiries/investors, education of the public as to airport goals, internal management objectives and strategies, available resources and development priorities. The committee discussed further member involvement and specific task assignments. Mr. Caruthers will work with Mr. Bray to further refine the visions statement. Mr. Diefenderfer will research the availability of other plans to model. Staff will update the current inventory.

5. Development Status Report

Staff reports on a proposed project at the west end of Beacon Road, adjacent to the east Airport perimeter. The committee questions outside access and Airport security, as the public traffic to that side of the airport will increase. The project review process is discussed. No other action is taken.

DIRECTOR/MANAGER UPDATE

Staff reviews the latest fuel price survey. Prices remain within prescribed parameters. Staff reports on other airport activities, including a consultant selection process currently underway. The capital improvement project list and FAA funding process is discussed.

The committee receives a memorandum from the City manager requesting input into the City Council's goal setting process in the coming months. A special workshop is requested. The Committee agrees to meet on Thursday, January 15th, to prepare the requested information.

COMMITTEE COMMENTS

Chairman Caruthers publicly expresses appreciation to Councilmember Gary Nemeth for his service as Council liaison to the Airport Advisory Committee and his general support of the Airport.

Mr. Diefenderfer asks if the Airport has ever designated a 'sister airport' to work with. He asks if we have a survey form for visiting aircraft. He asks if we have a current inventory of available land. He questions traffic pattern procedure and the practices of certain local pilots. Staff will provide the requested information and work to resolve the concerns expressed.

ADJOURN – 9:10 PM to the next Goal Setting Workshop, January 15th, 2009, 7:00 P.M., 4900 Wing Way.



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AIRPORT ADVISORY COMMITTEE
MINUTES – ADJOURNED MEETING

Thursday, January 15, 2009 -- 7:00 PM
Airport Terminal Conference Room – 4900 Wing Way

CALL TO ORDER - Roll Call:

Committee members: Bray, Caruthers, Cook, & Diefenderfer
Alternate: Wayne Rice
Staff: Meg Williamson, Roger Oxborrow

PUBLIC COMMENT

Ron Rose expresses thanks for all of the committee recognition he received at the last meeting.

COMMITTEE BUSINESS

1. Minutes

A **motion** by Mr. Cook, seconded by Mr. Diefenderfer to approve the Dec.11, 2008, minutes passes unanimously.

2. Sub-Committee Reports

A **motion** by Mr. Bray, seconded by Mr. Cook to defer the reports to the next meeting (Jan. 22) passes unanimously.

DISCUSSION

3. City Council Goals

Chairman Caruthers leads the discussion of Airport goals and objectives and works to establish consensus among committee members. It is agreed that the work of developing a foundation for the business plan is beneficial and should continue. The additional enhancements to that effort are discussed. The planning for and prioritization of infrastructure improvements is essential, but is still part of the business plan. The effort to promote the airport and target specific user markets is another element of the plan. This includes the visitor services and those accommodations provided to fly-in traffic. The concept of the Airport as a gateway to the community is discussed. The need to coordinate and facilitate the various enhancement projects is important.

After discussion, it is agreed that three goals should be suggested goals to the City Council.

1. Prepare an Airport Business Plan.
2. Expand the general and corporate aviation visitor service experience.
3. Develop a community outreach and awareness program for the airport.

A **motion** by Mr. Cook, seconded by Mr. Bray to approve these goals as presented passes unanimously.
Staff will prepare a memo identifying these recommendations for submission to the Council.

ADJOURN – 8:45 PM to the next Regular Meeting, January 22nd, 2009, 7:00 P.M., 4900 Wing Way.