



# CITY OF EL PASO DE ROBLES

*"The Pass of the Oaks"*

## AIRPORT ADVISORY COMMITTEE MINUTES

Thursday, August 22, 2013 - 7:00 PM  
Airport Terminal Conference Room – 4900 Wing Way

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### **CALL TO ORDER** - 7:00 PM

#### **Roll Call:**

Committee members:	Kuhn, Rose, Smith, Willis, and York
Absent:	Wayne Rice, Alternate
City Council:	Ed Steinbeck, John Hamon
Planning Commission:	Bob Rollins
Staff:	Doug Monn, Meg Williamson and Roger Oxborrow

### **PUBLIC COMMENT** – None.

### **COMMITTEE BUSINESS**

1. **Minutes** – The committee reviewed the minutes of the June 27, 2013, meeting.

A **motion** by Mr. Rose, seconded by Mr. Kuhn to approve passes unanimously.

2. **City Liaison Reports** – Mr. Rollins, Planning Commission liaison reported on the proposed addition to the Paso Robles Athletic Club. He also posed a question regarding lighting or other interference to aircraft from the Vina Robles Amphitheater. Staff stated no reports have been received.

Recent City Council actions include:

- Approval of the Committee recommendation to develop the Airport Fuel Facility.
- Approval of the ACI request to install a temporary modular office.
- Approval and acceptance of an FAA Grant Agreement to design taxiway improvements.
- Approval to design a public safety training facility on City property south of the airport.

### 3. **Sub-Committee Reports -**

Airport Promotion & Events (York): The airport deli (LaGuardia's) is advertising a new menu and new hours and live music. We continue to watch his progress. Preparations are underway for the Airshow, October 5.

Airport Capital Improvement Review (Rose, Willis): Any action by the sub-committee remains on hold until the completion and adoption of the Business Plan.

Airport Appearance (Kuhn, Smith): The sub-committee's initial assignment is essentially complete. A follow-up tour/review of airport lease sites in six months would be appropriate. The effort to clean up around the private storage hangars may require additional review, so the sub-committee will remain in place.

4. **Development Status Report** – No additional projects are reported.

5. **Airport Business Plan** - Staff provides an introduction and background regarding the history and development of the business plan, the various amendments and revisions that have been drafted and the internal review process that has taken place. The document has evolved to a final draft that can now be presented to the full committee and the public for review and comment. After discussion and any recommended modification, the committee is requested to take action to recommend the City Council adopts the final version.

5. **Airport Business Plan (Cont.)** Committee discussion proceeds. There is a question regarding the name change to Business Improvement Plan. Since this will be a City document, the logo should be the City logo. The plan prescribes a Business Support Team (BST) comprised of various professionals, airport users, PRAA members, etc. to augment staff resources and facilitate new airport development. Several committee members expressed concern -that this concept inserts an additional layer of review and regulation into the development process. The legal implications of developing a new quasi-public body and the requirements imposed thereon are discussed at length. Changes in text to more clearly define the role of this team as independently functioning and inclusive of all airport users/stake holders are proposed. The role and involvement of all airport users in promoting and supporting the development process – primarily through existing channels, i.e. the Airport Advisory Committee – is discussed. Staff will modify existing text as suggested.

Committee member Lonnie Smith had to leave the meeting before there was a committee vote.

**A motion** by Mr. Kuhn, seconded by Ms. York, to forward the proposed Business Improvement Plan document, as amended, to the City Council for adoption and implementation, on their next available agenda, passes on a 3 to 1 vote, with Mr. Rose dissenting.

6. **Airport Communication/Open House** – The committee reviews a request to consider the need to provide additional communication with airport users regarding many of the current issues, procedures, regulations and activities, now underway. The need to assure that all airport users are informed of these issues is discussed. The committee considers various venues and methods for this communication. It is determined that further review is needed. The matter is therefore continued to the next meeting.

**Director/Manager Business** – Three (3) committee seats are expiring on October 31. The advertising, interview and appointment process is discussed. Staff also advises of the various activities and special operations that are underway, or that are scheduled during the next month.

**Committee Comments** – None

**ADJOURN** – 8:45 PM, to the regular Committee meeting, September 26, 2013, 7:00 PM, 4900 Wing Way.



# CITY OF EL PASO DE ROBLES

*"The Pass of the Oaks"*

## AIRPORT ADVISORY COMMITTEE MINUTES

Thursday, September 26, 2013 - 7:00 PM  
Airport Terminal Conference Room – 4900 Wing Way

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### **CALL TO ORDER** - 7:00 PM

#### **Roll Call:**

Committee members:	Kuhn, Rose, Smith, and Willis
Alternate:	Wayne Rice
Absent:	Angel York
City Council:	Ed Steinbeck
Staff:	Doug Monn and Roger Oxborrow

**PUBLIC COMMENT** – Wayne Rice reminds everyone of the airshow, October 5.

-- Lou LaGuardia reports on the private airshow 'Patio Party' that he will hold in conjunction with the show.

### **COMMITTEE BUSINESS**

1. **Minutes** – The committee reviewed the minutes of the August 22, 2013, meeting.

**A motion** by Mr. Rose, seconded by Mr. Smith, to approve, passes unanimously.

2. **City Liaison Reports** – Since the last meeting, the City Council has taken the following actions:

- Approved a contract for preliminary design of sewer to serve the Dry Creek and Mill Road areas adjacent to the airport.
- Set October 10 as the date to hold interviews for committee reappointment.
- Adopted the Airport Business Improvement Plan.

Councilman Steinbeck provided the committee with an overview of the City's current water situation and the actions that have been taken to relieve demand on the deeper aquifers to the east of the City.

3. **Sub-Committee Reports -**

Airport Promotion & Events (York): The final preparations for the October 5 airshow were reviewed.

Airport Capital Improvement Review (Rose, Willis): Action by the sub-committee has heretofore been suspended pending the completion and adoption of the Airport Business Plan in order to determine if the plan would provide additional guidance towards future airport development. Now that the plan has been adopted and no real guidance is evident, the sub-committee will complete their review and make appropriate recommendations.

Airport Appearance (Kuhn, Smith): The hangar cleanup effort on the Nunno lease site was effective and accomplished its intended objective. The Airport's financial contribution was substantial. A similar offer will be made to the other hangar master leaseholders once the airshow is over, resources are more available and airport funds are again available.

4. **Development Status Report** – Review of the City's Planning Department monthly report and further consultation with planning staff has verified that no new projects are currently in process.

**5. Airport Communication/Open House** –Continued from the last meeting, the committee reviews the need to communicate with airport users on various regulations and procedural issues on the airport. It is determined that currently there are no issues that require a high degree of publicity, communication or special attention. Specific problem areas (private hangars) are discussed and it is determined that individual enforcement efforts in those cases is adequate. It is agreed by the committee that additional communication with airport users is always beneficial. Suggested methods include newsletters and/or an e-mail blast or an Airport Bulletin, as the need arises. After discussion the committee agrees that the monthly meeting minutes, properly disseminated to airport users may provide the intended communication. Chairman Willis will contact the Airport Association, who already maintains a substantial email list to see if a monthly distribution of the committee meeting minutes could be accomplished through that avenue. No other action is taken.

**Director/Manager Business** – The application period for committee appointment closes on September 30. To date, the City has received six (6) applications. The City Council has set October 10 to hold interviews and make the new appointments.

Staff reports on the cleaning accomplishments on the remainder of the airport – runways, taxiways, safety areas, etc. Weeds have been mowed and sprayed, safety areas have been graded, drains have been cleaned. Every effort is being made to present the airport at its best for the airshow.

**Committee Comments** – Mr. Rice advises the committee that he will not seek reappointment when his term expires next month.

**ADJOURN** – 8:15 PM, to the regular Committee meeting, October 24, 2013, 7:00 PM, 4900 Wing Way.



## MINUTES OF THE SENIOR CITIZEN ADVISORY COMMITTEE

September 9, 2013

1:30 p.m.

Senior Center, 270 Scott Street, Paso Robles CA 93446

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**CALL MEETING TO ORDER** – Chair Janes 1:31 p.m.

**PLEDGE OF ALLEGIANCE** – Chair Janes

### **ROLL CALL**

**Members present:** Martin Arfa, Marie Brinkmeyer, Marilyn Carey, Martha Durrett, Pamela Janes, Louis Villano, Sammy Nemeth, Kooki Peters

**Members absent:** Bob Chaney

**City staff present:** Julie Dahlen, Lynda Holt, Sharon Williams

**Sr. Volunteer Services present:** Robin Teunissen

**City Council present:** Mayor Duane Picanco, Ed Steinbeck

**Guest:** Bill Pluma

**PUBLIC COMMENT** - None

### **CONSENT AGENDA**

Items on the Consent Agenda are considered routine, and, therefore do not require separate discussion. However, if discussion is necessary, or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by the Advisory members without removal from the Agenda.

1. Moved and seconded by Durrett/ Nemeth to approve the minutes of the 7/8/13 meeting - motion carried.
2. The July and August 2013 Senior Endowment report was received and filed.

### **BUSINESS ITEMS:**

3. **City's 125<sup>th</sup> Anniversary Report –Julie Dahlen**
  - Plant 125 oak trees in 2014- involving community around Arbor Day
  - Hats, bags, caps and pins will be on sale at the Friends Store
  - Cookbook and calendar getting ready to go out to print

### **SENIOR VOLUNTEER SERVICES REPORT- Robin Teunissen**

- *Scare Away Hunger* event planned for October:
  - Dress up and decorate pumpkins to be offered in a silent auction.
  - Proceeds go to SLO Food Bank and Senior Nutrition
- Reviewed survey results from Senior Picnic attendees.
- 3 quotes for window coverings, and Knights was the most responsive bid, at \$2,040 for roller shades. Moved and seconded by Peters/Nemeth to purchase of eight roller shades for \$2,040 from the Senior Endowment Fund – motion carried.

**Marie Brinkmeyer-**

*Senior Citizen Advisory Committee Minutes of September 9, 2013*

- Distributed report from Sept 2012 – Aug 2013, recapping Senior Center events.
- Unsolicited donations to the Senior Center indicate solid community support of programs.
- Currently soliciting donations of gifts for the December Holiday Party -- \$10 value
- Advisory members are invited to the Sept 14 Senior Center receptionist potluck

### **CITY COMMUNICATIONS**

#### **Recreation Services Manager, Lynda Holt**

- Successful concert season is over
- Attendance averaged 2,000
- Drink sales increased by \$5,000
- Playground Renovation- made goal of \$10,000 during concert season; REC Foundation will match
- Summer swim wrapped up – great numbers
- Handed out copy of Sr. PowerPoint; electronically sent to Brinkmeyer to update.

#### **Director, Julie Dahlen**

- Library Foundation's annual *BookPlates* event is Saturday, November 16, 7-10 p.m.
- Library Foundation plans to renovate the library with purchase of new furniture.
- Recruitment is underway for a new Children's Librarian and a Library Assistant.
- PR Museum Foundation is now under lease with the City of Paso Robles
- Working with YMCA to update their lease with new pre-school program

#### **Mayor Picanco**

- Complimented Julie Dahlen on her efforts with the PR Museum Foundation.
- Painting/Coating for graffiti on new freeway median.
- Sales tax projection is positive.
- Weed abatement at Rader Park and former Pumpkin Farm property.
- Recently hired another police officer; now at 34 officers.

#### **Councilman Ed Steinbeck**

- Thanked Julie Dahlen for Pioneer Museum work on lease.
- Concrete barriers between 17<sup>th</sup> and 21<sup>st</sup> are coming along.
- 13<sup>th</sup> Street Bridge is being widened towards North.
- Rambouillet to Nicklaus has been improved.
- Looking to establish a street side memorial program.

### **UNSCHEDULED MATTERS –**

- Bill Pluma thanked Steinbeck and Re/Max for *Up with Kids*, Food Bank is having a Hunger Walk at Atascadero Lake
- Pluma thanked staff and council for volunteering with Toy Bank; need coat donations
- Holt mentioned that Advisory members are normally given complimentary senior memberships
- Oct 5- SVS rummage sale- Brinkmeyer would like small item donations

### **ADJOURNMENT**

Meeting adjourned at 2:41 p.m. by Chair Janes.

Adjourn to the next regular meeting on Monday, October 14, 2013 at 1:30 p.m. in the Senior Center, 270 Scott Street, Paso Robles.

**THESE MINUTES WERE APPROVED BY THE SENIOR ADVISORY COMMITTEE AT THEIR  
OCTOBER 14, 2013 MEETING.**

Respectfully submitted by Sharon Williams, Administrative Assistant



# MINUTES OF THE PARKS AND RECREATION ADVISORY COMMITTEE

September 9, 2013

Time: 4:00 p.m.

Centennial Park – Live Oak Room, 600 Nickerson Drive, Paso Robles

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## **CALL TO ORDER**

Member Lynn Kranich called meeting to order at 4:09 p.m.

## **ROLL CALL**

**Members present:**

Richard Hernandez, Larry Iaquinto, Lynn Kranich,

**Members absent:**

Justin Perino, Christopher Taranto

**City Staff present:**

Julie Dahlen, Lynda Holt, Sharon Williams

**City Staff absent:**

Doug Monn

**City Council present:**

John Hamon

**City Council absent:**

Steve Martin

**Planning Commissioner absent:** Rob Nash

**PUBLIC COMMENT:** none

## **CONSENT AGENDA**

1. Moved and seconded by Iaquinto and Hernandez to approve the minutes of the August 12, 2013 meeting – motion carried.

## **BUSINESS ITEMS**

### **2. Advocacy Activities/Opportunities – Dahlen**

- Iaquinto participated in the REC Foundation's "pass the hat" at Concerts in the Park.
- Iaquinto attended the Car Show and was impressed with general City Park maintenance.

### **3. Goals**

- Members chose to select a mission statement before defining goals:

#### Mission Statement:

The Paso Robles Parks and Recreation Advisory Committee seek to partner with the community and provide opportunities for people to enrich their lives and increase their enjoyment and well-being through recreation and education while striving to protect the natural resource-based park system.

- Goal-setting was deferred until the October 14 meeting.

## **CITY COMMUNICATION/REPORTS**

### **Julie Dahlen, Director of Recreation Services**

- "Plant 125 Oak Trees" event to be added to the City's quasiquicentennial line up, likely to be scheduled near Arbor Day, 2014.

*Parks and Recreation Advisory Committee Minutes of September 9, 2013*



- PRHS students will be creating tile art to adorn outdoor City Hall; unveiling anticipated for March 11, 2014 the City's anniversary date.
- Youth Sports Council is on board to add anniversary logo to uniforms.
- Paso Robles School District is considering creating a logo patch for lettermen's jackets.

#### **Lynda Holt, Manager of Recreation Services**

- \$10,000 raised for playground renovation during Concerts in the Park.
- Great swim season, outstanding pool manager.
- Julie and Lynda will evaluate cost of Centennial Park pool.
- Just completed Kidz Bike Event to encourage bicycle safety.
- Let's Move Paso with University of California Cooperative Exchange on Sept 14 Free Event; Healthy opportunity for community to enjoy parks 10:30 – 12p at Centennial Park.
- Outdoor Theater- South Pacific, Sept 20 & 21 at Centennial Amphitheater.

#### **Councilman John Hamon**

- Inquired about concert submission for next year.
- Recognized Julie Dahlen for Pioneer Museum Foundation lease.

#### **UNSCHEDULED MATTERS**

- Iaquinto thanked Monn and City Council for Median clean-up at Union Road.
- Hernandez stated that Paso Robles Youth Baseball is interested in renovating Sherwood Park restrooms. Dahlen suggest Hernandez email her a proposal; Hamon agreed.

#### **ADJOURNMENT**

Moved and seconded by Kranich/Iaquinto to adjourn meeting at 5:12 p.m.

Next regular meeting is scheduled for Monday, October 14, 2013

at 4:00 p.m. in the Centennial Park Live Oak Room, 600 Nickerson Drive, Paso Robles.

**THESE MINUTES WERE APPROVED BY THE PARKS AND RECREATION ADVISORY COMMITTEE AT  
THEIR OCTOBER 14, 2013 MEETING**





## City of El Paso de Robles

*"The Pass of the Oaks"*

### Paso Robles City Library

## **MINUTES OF THE LIBRARY BOARD OF TRUSTEES**

September 12, 2013 ~ Paso Robles City Library, 1000 Spring Street, Paso Robles

*President Pamela Alch*

*Tina Lau; Nancy Major; Mary Morrison; Dave Sequeira*

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### **CALL MEETING TO ORDER**

President Alch called the meeting to order at 9:01 a.m.

### **ROLL CALL**

Don Rader, Administrative Assistant, took roll as follows:

Members present: Alch, Sequeira, Morrison, Major, Lau

Absent: None

City Staff: Julie Dahlen, Director Library & Recreation Services

Karen Christiansen, Acting Library Manager, Adult Services Librarian

City Council rep: Councilman Fred Strong, Councilman Steven Martin

### **PUBLIC COMMENTS** -None

### **CONSENT AGENDA**

1. -A motion was made by Trustee Sequeira, seconded by Trustee Lau, to approve the minutes from August 8, 2013. Motion passed. Voice vote: 5 ayes, no dissent.

### **DISCUSSION ITEMS**

#### **2. Advocacy Activities/Opportunities**

-Trustee Lau attended the September 10 City Council meeting. Trustee Sequeira plans on attending the September 17 meeting while Trustee Major plans on attending an October City Council meeting.

#### **3. Final Review of 2014 Goals**

-After review, a motion was made by Trustee Major, seconded by Trustee Sequeira, to adopt the 2014 Library Board of Trustees goals as amended. Motion passed. Voice vote: 5 ayes, no dissent.

#### **4. Review of Wireless Internet Guidelines**

-After discussion, President Alch will bring in the final draft of the Wireless Internet Guidelines for final review and vote.

*continued*

5. **Library Closure for Fundraising Event**  
-Julie Dahlen discussed the need to close the Library on Saturday, November 16, 2013, to set-up for the Library Foundation's BookPlates! fundraising event. After discussion, a motion was made by Trustee Sequeira, seconded by Trustee Major, to close the Library that day. Motion passed. Voice vote: 5 ayes, no dissent.
6. **Review October 2013 Art**  
-Art for the month of October was reviewed. Wall art will have the work of Carol Black-Brown.

### **COMMUNICATIONS/REPORTS**

-**Councilman Fred Strong** and **Councilman Steven Martin** updated the Board on the waste water plant construction, city streets repaving project, a new lease with the Pioneer Museum Foundation, and standardizing roadside memorials.

-**Julie Dahlen** invited the Board to the Uptown Family Park groundbreaking set for Tuesday, September 24. Tentative opening for the park is spring 2014. The 125<sup>th</sup> city anniversary planning continues. Julie will be overseeing the planting 125 oak trees to commemorate the anniversary.

-**Karen Christiansen** told the Board of the resignations of Children's Services Librarian Kris Bell and Staff II Carol Huff. Recruitment has started for the Children's Services position and the Staff II and a Staff III position will be opened after the Children's Services Librarian position is filled. A landscaping project for the children's patio is in the works. The Library Foundation plans on refurbishing the Library.

### **UNSCHEDULED MATTERS** -None

### **ADJOURNMENT**

Adjourned at 10:25 a.m. to the following:

- To the 2014 art review in the Library Conference Room after the regular Board meeting;
- Then to the City of Paso Robles 125<sup>th</sup> Anniversary planning meeting on September 18, 2013, 2:00 p.m. in the Library Conference Room;
- Then to the groundbreaking of the Uptown Family Park on Tuesday, September 24, 2013;
- The to the regularly scheduled meeting of the Library Board of Trustees on Thursday, October 10, 2013, 9:00 a.m. in the Library Conference Room, 1000 Spring St.

THESE MINUTES ARE NOT OFFICIAL NOR A PERMANENT PART OF CITY RECORDS  
UNTIL APPROVED BY THE LIBRARY BOARD OF TRUSTEES AT THEIR NEXT REGULAR MEETING

Respectfully submitted by Don Rader, Administrative Assistant

Library Board of Trustees Minutes of September 12, 2013