



# City of PASO ROBLES

## AIRPORT COMMISSION

### MINUTES

December 8, 2016 at 6:30 p.m.

**Emergency Operations Center, 900 Park St., Paso Robles**

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#### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Roll Call	Commissioners:	Caskey, Cook, Culver, Gaspar, Marshall, Nunno, Takier.
	City Council:	Steve Gregory, John Hamon, Jim Reed
	Staff:	Tom Frutchey, Dick McKinley, Roger Oxborrow

#### PRESENTATIONS

Oath of Office: City Manager, Tom Frutchey administered the Oath of Office to the new commissioners.

#### PUBLIC COMMENT

Brett Butterfield provided the Commission with a conceptual layout plan for a motorcycle museum and fun park, including all the tracks and associated amenities for motorcycle racing at a location on the north side of the airport. This is only the initial concept and will still follow all review and approval processes before it becomes reality.

Dave Fretwell congratulates the new commission on their appointments and offers his assistance and support, and that of the local EAA chapter, which he is President, in pursuing the tasks at hand.

**CONSENT AGENDA** - None.

**PUBLIC HEARINGS** - None.

#### NEW BUSINESS

1. Commission Conduct and Policies

Mr. Frutchey provides a review of the rules, policies, and procedures affecting Commission members. The policies on member ethics, compliance with the Brown Act, and the requirements under the Public Records act as it pertains to commission conversations and particularly, emails are discussed. Guidance on the conduct of meetings and the involvement of the public in the discussion process is provided. Opportunities for any required training will be made available in the near future. No other action is taken.

2. Technical Orientation

Mr. Oxborrow provides an overview of the various documents, regulations and governing authorities under which the airport operates and how all are related. It is recognized that this is only a very cursory review and more detail can be provided at a later time, as needed. No action is taken.

3. Director/Manager Report

Mr. McKinley reports on the progress of applying for and attracting the West Coast Regional Fly-in of the Aircraft Owners and Pilots Association (AOPA) which logically, would now occur in 2019. The dialogue continues with AOPA. Mr. Oxborrow reports on other airport activity: the conclusion of the fire season, the results of the recent CALTRANS compliance inspection, the taxiway rehabilitation project and the upcoming fly-in event scheduled by the American Yankee Association for mid-2017. No action is taken.

4. Election of Officers

In the absence of a Chairman, Mr. Frutchey opens the floor for nominations for a Chairman to serve for the 2017 year. Mr. Cook, Mr. Caskey, Mr. Gaspar and Mr. Culver are nominated. After discussion, Eric Cook is elected unanimously to serve as Chairman for the coming year.

Mr. Cook then opens the floor for nominations for vice-Chairman. Mr. Gaspar is nominated. As no other nominations come forward, Tony Gaspar is unanimously elected vice-Chairman for 2017.

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5. Commission Work Plan

The Commission reviews a list of pending work tasks that require Commission review and action. After discussion, it is determined that the development of an Airport Leasing Policy remains the highest priority. It is suggested that a Workshop format for a future meeting would allow the Commission to work together more effectively, as opposed to delegating any or all of this task to sub-committees or individual members. Public comment is heard from Dave Fretwell, Jim Reed, John Hamon, and Steve Gregory.

**A motion** by Mr. Gaspar, seconded by Mr. Culver to set a special meeting as a Commission Work Session for Thursday January 5, 2017, at 6:30 PM, passes unanimously.

6. Future Meeting Schedule

The Commission discusses the level of work that needs to be accomplished and the time involved. It is recognized that the Bylaws call for meetings every other month, but as an interim measure while the Commission is getting up to speed, it is deemed prudent that meetings should be held every month.

**A motion** by Mr. Takier, seconded by Mr. Marshall to set the meeting schedule as every month for the foreseeable future passes unanimously.

**UNFINISHED BUSINESS**

None.

**COMMISSIONER REPORTS AND REQUESTS**

None

**ADJOURN – 8:05 PM**

Next Meeting: 6:30 p.m. on January 5, 2017, at EOC, 900 Park Street, Paso Robles



# City of PASO ROBLES

## AIRPORT COMMISSION

### MINUTES – SPECIAL MEETING

January 5, 2017

Emergency Operations Center, 900 Park St., Paso Robles

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#### CALL TO ORDER AND PLEDGE OF ALLEGIANCE – 6:35 PM

Roll Call	Commissioners:	Caskey, Cook, Culver, Gaspar, Marshall, Nunno, Takier.
	City Council:	Jim Reed (Liaison), Steve Gregory, John Hamon,
	Staff:	Tom Frutchey, Dick McKinley, Roger Oxborrow

**PUBLIC COMMENT** - None

#### DISCUSSION

##### 1. Airport Leasing Policy

Staff provides an initial introduction and overview to explain the work thus far and the need for Commission review and recommendations that will lead to the adoption of an Airport Leasing Policy document by the City Council.

Chairman Cook outlines a process whereby each of a list of select items are discussed and then a consensus is developed.

Items discussed:

- Leases Classification
- Lease Term
- Infrastructure
- Ownership of Improvements at Lease Termination/Reversion

Specific conclusions and discussion points reached by the Commission are included in a separate page of notes attached hereto. **A Motion** by Commissioner Nunno seconded by Commissioner Gaspar to continue the discussion to the regular meeting of January 26 passes unanimously.

##### 2. Commission Resource Library

A revised table of contents is provided to the Commission which lists the various items contained in the Resource library from the previous meeting. This table lists the items by relative topic and provides a brief explanation of each. The Commission is also advised of additions to the Commission page on the airport web site which lists the various information items requested at the last meeting. No action is taken.

#### ADJOURN – 9:25 PM

Next Meeting: 6:30 p.m. on January 26, 2017, at EOC, 900 Park Street, Paso Robles



# City of PASO ROBLES

## AIRPORT COMMISSION

### MINUTES – SPECIAL MEETING

February 9, 2017

Emergency Operations Center, 900 Park St., Paso Robles

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#### CALL TO ORDER AND PLEDGE OF ALLEGIANCE – 6:35 PM

Roll Call	Commissioners:	Caskey, Cook, Culver, Gaspar, Marshall, Nunno, Takier.
	City Council:	Jim Reed (Liaison), Steve Gregory, John Hamon, Steve Martin
	Staff:	Dick McKinley, Roger Oxborrow

**PUBLIC COMMENT** – Dave Fretwell reported on the EAA Chapter activity this weekend with the Ford Tri-Motor. Eighty people have signed up for rides. The airplane's arrival is currently delayed due to weather. The AOPA Regional Fly-in will be in Camarillo on April 28 & 29. Paso Robles continues to vie for the opportunity to host the event at our airport, perhaps in 2019. Mr. Fretwell further provided background information on the Economic Impact Calculator project and the current effort to engage the services of the Cal Poly Economics Department to gather the necessary data and to input it into the program. The matter will come before the Commission at the February 23 meeting for review and recommendation to the City Council. Mr. Fretwell elaborated on the purposes of the study as it will further quantify the actual contributions of the airport to the City's economy.

Mac Gleim reminded the Commission that the last time the Airport Master Plan was review was when it was adopted in 2005. In order to comply with FAA guidelines, a follow-up review of the document and its various findings is probably warranted in the near future. He also suggested that following behind the Lease Policy effort should come a Marketing Plan, or definitive plan to effectively market the airport to prospective users.

#### DISCUSSION

##### 1. Airport Leasing Policy

Review of the proposed Airport Leasing Policy continues. Staff provides a brief summary of the progress thus far, the effort to develop a basic framework of the proposed document and the next steps necessary to complete the project.

Further discussion of lease terms raises the question as to what are the requirements in order to qualify for a 99-year lease. Staff will review the matter with the City's legal counsel and return with a complete answer at the next meeting. The Commission feels the basic term of a lease on undeveloped ground where the new lessee is constructing a building should be a minimum of 35 years. **A motion** by Mr. Gaspar, seconded by Mr. Culver, to set the new construction standard lease agreement's basic term at 35 years, passes unanimously.

Discussion continues in the section on Lease Termination or the disposition of building improvements at the conclusion of the lease. The Commission generally approves the provisions discussed at the previous meeting and contained in the draft document. Concern is raised over a tenant's ability to extend an existing lease at its termination. This situation is not addressed in the draft document. **A motion** by Mr. Gaspar, seconded by Mr. Takier, to add an appropriate section identifying the tenant's ability to request an extension at the end of his lease passes unanimously. Mr. Nunno questions some of the basic lease provisions associated with the standard triple net lease. It is expected those items will be covered later in the review of the document.

Public comments were heard on these items from Mac Gleim, Dave Fretwell, Ron Rose, & John Hamon.

This discussion will continue at the next meeting, where the first topic will be with the Review of the off-site infrastructure improvements to the lease site.

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**Director/Manager Update –**

Mr. McKinley advised the Commission on the intended content of the next meeting and its format. The commission was also advised of a number of upcoming airport events, primarily during the month of May.

Staff will report at the next meeting on additional questions raised: 1. The conditions under which the City must solicit for formal proposals to lease, instead of negotiating with just one prospective tenant; 2. A more comprehensive review of the Prevailing Wage requirements and when they apply to lease site construction; 3. The requirements which must be met in order for the City to enter into lease terms longer than 55 years.

**ADJOURN – 8:55 PM** Next Meeting: 6:30 p.m., February 23, 2017, at the EOC, 900 Park Street, Paso Robles