



**City of PASO ROBLES**  
**AIRPORT COMMISSION**  
**MINUTES – REGULAR MEETING**  
May 25, 2017

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

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**CALL TO ORDER AND PLEDGE OF ALLEGIANCE – 6:30 PM**

**ROLL CALL –**

Commissioners: Martin Caskey, Eric Cook, Mitch Culver, Gary Marshall Mike Nunno, Jerry Takier  
Absent: Tony Gaspar,  
City Council: Jim Reed (Liaison), John Hamon.  
Staff: Dick McKinley, Roger Oxborrow

**PUBLIC COMMENT –**

Steve Allen, Operations Director of AirFest, the airport's annual Appreciation Day, presents a short promotional video that has been produced for the event. He reports that planning and promotion for the festivities are proceeding and there is good interest being generated thus far.

**CONSENT AGENDA**

1. Meeting Minutes – **A motion** by Mr. Nunno, seconded by Mr. Marshall, to approve the Consent Agenda as presented, passes unanimously. The agenda consists of the minutes of the April 20, 2017, Regular Meeting.

**DISCUSSION ITEMS**

2. Airport Leasing Policy

Staff recounts the efforts of the Commission in developing the Lease Policy document and the key issues that have been discussed thus far. The process for City Council review and approval is reviewed. Staff is questioned regarding the extent of distribution of the review document and the efforts to establish a set market price for airport land. Public comment is heard from Ron Rose. The annual lease escalation limits are discussed. **A Motion** by Mr. Nunno, seconded by Mr. Culver, to reduce the single adjustment limit stated in the last line of Section 11-D from 20% to 5% passes with six affirmative votes. The matters of prevailing wage and the reimbursement to lessees for capital improvement installation to the lease site are discussed. **A Motion** by Mr. Nunno, seconded by Mr. Culver, to strike the last two sentences of the third paragraph of Section 12-F, which limit the allowable rent credits, passes with six affirmative votes. With no other public comment or commission concerns expressed, **a Motion** by Mr. Takier, seconded by Mr. Nunno, to recommend the Airport Leasing Policy document be forwarded to the City Council for their review and approval, passes with six affirmative votes.

3. Rules & Regulations Review

Staff briefly reviews the process whereby this updated regulations document has been developed. Chairman Cook acknowledges the work of the Commission and all those that have participated in this process. Public comment is heard from Richard Morton. The Commission further discusses hangar storage of boats, RV's and other items not related to the aircraft stored therein. Enforcement procedures and authority are reviewed. **A motion** by Mr. Takier, seconded by Mr. Marshall, to accept the regulations document as written and forward it to City Council with a recommendation to approve, passes with six affirmative votes.

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4. Commission Work Plan

Chairman Cook opens the discussion with a review of the current Work Plan list and the various tasks that may still need to be addressed by the Commission. A top consideration was the development of an airport marketing plan and the subject of general economic development of the airport. The discussion turned to the need of the commission to physically tour the airport and review, first hand, the various sites that are now in use and those sites that are available for future development. After discussion, it is determined that the commission will tour the airport as their regular meeting in June. Staff will make the necessary arrangements.

**Director/Manager Update –**

5. Lease Request – Verizon Wireless

Staff reports on a request from Verizon Wireless to enter into a long-term lease for space to locate a cell tower site on the airport. After discussion, it appears the site will be located in the vicinity of the current airport beacon. It will be a monopole design with cell antennas on the side and a new, state-of-the-art airport beacon on the top. The proposed lease rate is \$2,500 per month. The lease term is twenty years. With the adoption of the Airport Leasing Policy, the lease can be drafted to follow recommended processes and be brought to the commission for consideration of a recommendation to the City Council for its approval.

6. City Council policy RE: Liaisons to Commissions

The recently adopted revision of City Council Policies & Procedures encourages an increased exchange of information between the City Council and their appointed commissions and committees. The commission meeting agendas will now include a section where the Council Liaison has the opportunity to share information and answer questions of the commission and the public. The Council Highlights report that is distributed after each City Council meeting will routinely be attached to the agenda packet for the commission's information and review.

7. Special Event Update

Staff reports on the recent AOPA Regional Fly-In in Camarillo and the information and contacts gained during that visit. This is part of our continuing effort to attract the event to Paso Robles in 2019. The latest proposal packet has now been submitted to AOPA for their consideration.

There is an ongoing effort to work with the California Pilots Association to hold their annual member meeting at Paso Robles in October.

The past two weeks have been very busy as the airport has seen a very successful car show, the Museum's Ninth Annual Warbirds Wings & Wheels event. The Collings Foundation's 'Wings of Freedom' tour showcased four vintage aircraft from the World War II era as they offered tours and rides for three days.

The American Yankee Association's National Fly-in for the year was completed this week with 40 aircraft and 130 pilots and aircraft owners enjoying the local area for the week.

**City Council Liaison Discussion –**

No report from Council Liaison Reed.

Councilmember Hamon expresses appreciation to the commission for their efforts in completing the work on both the Lease Policy and Regulations documents.

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**Commission Reports and Requests –**

Mr. Marshall cites a recent incident involving an aircraft operating in the traffic pattern without a radio. Chairman Cook again expresses his concern regarding the lack of maintenance staff at the airport.

**ADJOURN – 8:30 PM**

Next Meeting: 6:30 p.m., June 22, 2017, at the Airport Terminal, 4900 Wing Way, for an airport tour.



# MINUTES OF THE PARKS AND RECREATION ADVISORY COMMITTEE

June 12, 2017

4:00 p.m.

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

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## CALL TO ORDER (*Chair Perino*) 4:01 p.m.

### ROLL CALL

**Members present:** Dale Breckow, Stacia Finley, Justin Perino, Pamela Reynolds

**Absent:** Robert Orlando

**City Staff present:** Julie Dahlen

**Absent:** Freda Berman, Lynda Plescia

**City Council present:** John Hamon

**Absent:** Steve Gregory

**Guest:** James McPherson

### 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. Approve Minutes of May 8, 2017 meeting (*Perino*)  
Moved and seconded by Breckow / Reynolds to approve the minutes of the May 8, 2017 meeting- motion carried.
2. Council Summary Report  
May 16, 2017 and June 6, 2017 report- received and filed

### BUSINESS ITEMS

3. Advocacy Activities / Opportunities (*Perino*)

### CITY COMMUNICATION / REPORTS

- Julie Dahlen, CSD Director
- Councilman John Hamon

### ADJOURNMENT

**Moved and seconded by Finley/ Breckow to adjourn meeting at 4:30 p.m.**

Next regular meeting on Monday, July 10, 2017 at 4:00 p.m. in the Centennial Park White Oak Room, 600 Nickerson Drive, Paso Robles.

**THESE MINUTES WERE APPROVED BY THE PARKS AND RECREATION ADVISORY COMMITTEE AT THEIR JULY 10, 2017 MEETING.**

Respectfully submitted by Sharon Williams, Administrative Assistant

*Parks and Recreation Advisory Committee meeting minutes of June 12, 2017*