



555 AIRPORT WAY, SUITE B  
CAMARILLO, CA 93010  
PHONE: (805) 388-4274  
FAX: (805) 388-4366  
[WWW.VENTURA.ORG/AIRPORTS](http://WWW.VENTURA.ORG/AIRPORTS)  
[WWW.IFLYOXNARD.COM](http://WWW.IFLYOXNARD.COM)

---

NOTICE IS HEREBY GIVEN  
that the Regular Meeting of the Aviation Advisory Commission  
will be held on:

**Thursday February 11, 2021 5:00 P.M.**

**CITY OF CAMARILLO  
COUNCIL CHAMBERS  
601 CARMEN DRIVE  
CAMARILLO, CA**

**IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS, THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE CALIFORNIA GOVERNOR'S EXECUTIVE ORDER AND THE COUNTY OF VENTURA PUBLIC HEALTH OFFICER'S LOCAL ORDER.**

**IN ORDER TO MINIMIZE THE SPREAD OF THE NOVEL CORONAVIRUS, THE COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC. THE FOLLOWING PROVIDES INFORMATION ABOUT HOW TO OBSERVE AND/OR PARTICIPATE IN THE MEETING:**

1. You may join the meeting via **Zoom**. See last page for detailed instructions about participating in the meeting via Zoom.
2. You may observe the meeting via live broadcast on the Local Government Channels – **Spectrum Channel 10** and **Frontier Channel 29**, or via the **Department of Airports YouTube channel**  
[https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view\\_as=subscriber](https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view_as=subscriber)
3. Public Comment Options
  - a. **Email** – You may submit your comment, limited to 250 words or less, via email by 4:00 p.m. on Thursday, February 11, 2021 to Airport Staff at [AirportInfo@ventura.org](mailto:AirportInfo@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 6.A.). When the Authorities reach your item of interest on the agenda, Airport Staff will read your comment during the time for public comments.
  - b. **Zoom** – You may provide verbal comments during the meeting. See last page for detailed instructions about participating in the meeting via Zoom.

## AGENDA

1. **CALL to ORDER and PLEDGE of ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL of MINUTES – January 11, 2021**
4. **PUBLIC COMMENT PERIOD**
5. **UNFINISHED BUSINESS – None**
6. **NEW BUSINESS**

**A. Subject: Authorization for the Director of Airports or Designee to Award an Annual Consulting Services Contract for FY 2020-2021 to Jviation, a Woolpert Company, and to Issue Work Orders Against the Contract**

### **Recommendations:**

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (“Board”):

1. Authorize the Director of Airports, or his designee, to award an annual consulting services contract for fiscal year 2020-2021 to Jviation, a Woolpert Company, using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (Exhibit 1); and
2. Authorize the Director of Airports, or his designee, to issue work orders against such contract for up to \$35,000 each project for planning of construction projects not yet approved by your Board, and for up to \$200,000 each work order for other services.

### **7. DIRECTOR’S REPORT**

### **8. REPORTS**

Monthly Activity Report – December 2020  
Monthly Noise Complaints – December 2020  
Consultant Reports – December 2020  
Airport Tenant Project Status – January 2021  
Project Status – January 2021  
Meeting Calendar

## **9. CORRESPONDENCE**

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Reconstruction Project Tenant Workshop Update (final workshop is anticipated to be held in April/May 2021)

Letter dated January 8, 2021 from John Feldhans to Steve Roberts re: Special Activity Permit for Maintenance and Repair of Private Hangars on Oxnard Airport

Letter dated January 21, 2021 from Madeline Herrle to Ron Rasak, RKR Incorporated re: Camarillo Airport Lease Agreement

**10. COMMISSION COMMENTS** - Comments by Commission members on matters deemed appropriate.

## **11. ADJOURNMENT**

The next regular Commission meeting will be on Monday, March 1, 2021 at 7:00 p.m. in the City of Camarillo Council Chambers, 601 Carmen Drive, Camarillo, California.

---

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CITY OF CAMARILLO CLERK AT (805) 388-5353 OR ANA CASTRO AT (805) 388-4211. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY/DEPARTMENT OF AIRPORTS TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



## Webinar Instructions

Public link to Zoom webinar:

<https://zoom.us/j/97577630457?pwd=WGo5MXF1U05uOUJrN01sOGpjY3gyQT09>

**Webinar ID:** 975 7763 0457

**Passcode:** 589402

**Phone Numbers:** 1-669-900-6833  
1-253-215-8782

**Cell Phone or Computer with Audio (Microphone) Feature:** Click on the link above and enter passcode. Enter your name so we may call on you when it is your turn to speak.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by clicking the Raise Hand button. Follow the instructions below regarding Speaking.

**Computer without Audio (Microphone) Feature:** Click on the link above and enter passcode. This will allow you to view and listen to the meeting. In order to speak, follow the instructions below for Telephone.

**Telephone:** If you do not have access to the internet, you can watch the live broadcast of the meeting on the City of Camarillo Local Government Channels – Spectrum Channel 10 and Frontier Channel 29, or via the Department of Airports YouTube channel. If you are interested in speaking to an item, you can call into one of the phone lines listed above, and when prompted enter the Webinar ID and Passcode shown above. Once in the meeting, you will be listening to the meeting through your phone handset.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by dialing \*9. Follow the instructions below regarding Speaking.

## Speaking

When it is your turn to speak, the Chairperson will call your name or the last 4 digits of your phone number if you are calling from a phone, and you will have 3 minutes to speak. Please ensure that all background noise is muted (TV, radio, etc.). You will be prompted to unmute your microphone/phone. Unmute and begin speaking; start by stating your name.

The timer on the screen will count down your 3 minutes. The timer starts green indicating you have 3 minutes; when the time hits 1 minute remaining, the timer will change to yellow; when the 3 minutes have elapsed, the timer will turn red. At that time, your microphone will be muted and we will move onto the next speaker. If you called in on one of the phone lines listed above, you will not be able to see the timer. Instead, you will be prompted when the 3 minutes has begun; when the time hits 1 minute remaining; when the 3 minutes have elapsed.

