

CAMARILLO AND OXNARD AIRPORT AUTHORITY

MINUTES

January 10, 2019

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Kelly Long, called the meeting to order at 7:00 p.m. and requested that Walter Calhoun lead the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

Kelly Long
 John Zaragoza
 Charlotte Craven
 Shawn Mulchay
 Bill Thomas
 Michal Hodson (*Alt*)
 Susan Santangelo (*Alt*)

CAA ABSENT

OAA PRESENT

Kelly Long
 John Zaragoza
 Tim Flynn (*L*)
 Bert Perello
 Walter Calhoun
 Eugene Fussell (*Alt*)

OAA ABSENT

AIRPORT STAFF

Jorge Rubio
 Madeline Herrle
 John Feldhans
 Byron Hamilton
 Ana Castro

Excused (E)
Late (L)
Alternate (Alt)

**3. APPROVAL OF MINUTES – June 14, 2018 (Oxnard Airport Authority Only)
 August 9, 2018 (Camarillo Airport Authority Only)**

Camarillo Airport Authority: Public Member Bill Thomas moved to approve the August minutes and Supervisor Kelly Long seconded the motion. All others voted and the motion passed unanimously.

Oxnard Airport Authority: Councilmember Bert Perello moved to approve the June minutes and Supervisor John Zaragoza seconded the motion. All others voted and the motion passed unanimously.

4. **PUBLIC COMMENT** - Citizens wishing to speak to the Authorities on an airport related item must fill out a speaker card and submit it to the secretary. Comments will be limited to a maximum of **three** minutes per item.

Speaker cards for issues NOT on the agenda must be submitted before the end of the public comment period.

Speaker cards for issues listed on the agenda must be presented before the item is up for consideration. Speakers will be called when the item is presented.

A tenant explained that he is in the middle of an eviction process involving the Department of Airports and he expressed his displeasure about the entire process.

Eight members of the public shared their concerns about the tenant that is going through the eviction process.

5. **UNFINISHED BUSINESS – None**

6. **NEW BUSINESS**

CAMARILLO & OXNARD AIRPORT AUTHORITY

A. Subject: Selection of Chair and Vice-Chair for Calendar Year 2019

Recommendation:

Nominate and select the 2019 Chairman and Vice-Chairman.

Camarillo Airport Authority

Supervisor Kelly Long shared that the bylaws for the Camarillo Airport Authority need to be reviewed prior to the selection of chair and vice-chair. The chair position would normally go to the public member however the public member has reached their term limit under the current bylaws. It was determined that a special meeting to review the bylaws would be scheduled.

Public Member Bill Thomas moved to postpone the selection of the chair and vice-chair for the Camarillo Airport Authority to next month's meeting in order for the bylaws to be reviewed. Councilmember Shawn Mulchay seconded the motion. All others voted in favor and the motion passed unanimously.

Oxnard Airport Authority

A discussion took place as to whether the Oxnard Airport Authority would go forward with selection of chair and vice-chair. It was pointed out that there are discrepancies between the Oxnard Airport Authority bylaws and the Camarillo Airport Authority bylaws in the areas of term limits and compensation. Acting Director Jorge Rubio also shared that the bylaws

may need to be reviewed to confirm that they are consistent with the Joint Powers Agreement. Mr. Rubio also mentioned that the bylaws need to be reviewed to see if language should be added regarding conflicts of interest and the Fair Political Practices Act.

Public Member Walter Calhoun moved to postpone the selection of the chair and vice-chair for the Oxnard Airport Authority to next month's meeting in order for the bylaws to be reviewed. Supervisor John Zaragoza seconded the motion. All others voted in favor and the motion passed unanimously.

OXNARD AIRPORT AUTHORITY

B. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Execute, a Lease Amendment Agreement with SBA 2012 TC Assets, LLC, for the tower location of cellular equipment at the Oxnard Airport for a Renewal Period of Five Years, commencing January 1, 2021, with three optional Five-Year Extensions, with an Initial Monthly Rent of \$3,000

Recommendation:

Staff requests that your Commission/Authority recommend that the Board of Supervisors:

Approve, and authorize the Director of Airports or his designee to execute, a lease amendment agreement with SBA 2012 TC Assets, LLC, (Attachment) to extend its lease at 2889 W. 5th Street, Oxnard Airport, Oxnard, for a period of five years, with three optional five-year extensions, with an initial monthly rent of \$3,000, commencing January 1, 2021, along with advance rental payment of \$15,000 paid upon lease amendment execution.

Lease Manager Madeline Herrle provided staff's report on this item and explained the terms of the lease amendment agreement. Ms. Herrle responded to general questions from the Authority and it was clarified that this lease did not go out to bid.

A member from the Aviation Advisory Commission reported that the Commission previously heard this item and unanimously recommended its approval.

Supervisor John Zaragoza moved to approve staff's recommendation and Public Member Walter Calhoun seconded the motion. All others voted in favor and the motion passed unanimously.

7. DIRECTOR'S REPORT

Acting Director Jorge Rubio provided an update on the hangar leases. The Department of Airports and the County Executive Office have been meeting with VCHOTA and there is a follow-up meeting scheduled on January 22, 2019.

Mr. Rubio shared that in regards to the loss of Airports Director Todd McNamee, a Celebration of Life took place and his family was very appreciative of the event. Mr. Rubio also shared that the County Executive Office is conducting a nationwide recruitment to fill the director position and a candidate should be selected in the next one to two months.

Mr. Rubio introduced new maintenance supervisor, Byron Hamilton, and shared that operations supervisor, Nick Martino, is no longer with the department. Operations supervisor John Feldhans will be overseeing Camarillo and Oxnard airports.

Mr. Rubio shared that the Northeast Hangar Development at Camarillo Airport is in the final stages of the permitting process and a ground breaking ceremony should take place in March or April, 2019. Mr. Rubio also shared that the Orbic Helicopters lease is set to revert back to the county in February 2019 however the tenant has opted to continue to rent the facility which they are allowed to do for up to five years. He also shared that the senior center in Oxnard is set to move forward. Lastly, he shared that the department continues to receive interest in the vacant land west of the terminal at Oxnard Airport so the department is working with consultants to determine the best fit for the department.

8. REPORTS

Monthly Activity Report – July, August, September, October, November 2018
Monthly Noise Complaints – July, August, September, October, November 2018
Airport Tenant Project Status – September, December 2018
Project Status – September, December 2018
Financial Statements Period Ended – June 30, 2018
Financial Statements First, Second, Third & Fourth Quarter – FY 2017/2018
Financial Statements Period Ended – September 30, 2018
Financial Statements First Quarter – FY 2018/2019
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Letter dated August 14, 2018 from Erin Powers to Jeff Leonard, Mead and Hunt, Inc. re: Notice to Proceed, AEA No. 18-13, Professional Services Contract for Oxnard and Camarillo Airports Disadvantaged Business Enterprise (DBE) Program Development

Letter dated August 14, 2018 from Erin Powers to Jeff Leonard, Mead and Hunt, Inc. re: Notice to Proceed, AEA No. 19-03, Professional Services Contract for Oxnard and Camarillo Airports

Letter dated August 15, 2018 from Erin Powers to Steve Downs, Michael Baker International re: Notice to Proceed, AEA No. 19-01, Professional Services Contract for Oxnard and Camarillo Airports

Notice dated August 24, 2018 from Camarillo Airport Operations Supervisor to Camarillo County Hangar Tenants re: Electrical Upgrade Project Hangars C-183 to C-232

Notice dated September 20, 2018 from Oxnard Airport Operations Supervisor to Oxnard Airport Tenants re: Runway and Taxiway Closure October 28 through November 2

Letter dated October 2, 2018 from Erin Powers to Jim Harris, Coffman Associates, Inc. re: Notice to Proceed; Oxnard and Camarillo Airports - Professional Services Contract; AEA No. 19-02

Letter dated October 11, 2018 from Jorge Rubio to Caryn Sherman, SBA Communications Corporation re: Plan Review of AT&T equipment at SBA Communications' Telecommunications Facility at 2889 West 5th St., Oxnard, CA 93030

Letter dated October 15, 2018 from Erin Powers to Mead & Hunt, Inc. re: Notice to Proceed; Camarillo Airport – Consulting Service Contract for the Design and Construction Support Services for Taxiway E and F Pavement Marking Improvements; AEA No. 19-04

Letter dated October 15, 2018 from Erin Powers to Mead & Hunt, Inc. re: Notice to Proceed; Oxnard Airport – Consulting Service Contract for the Preliminary Design Services for Runway 7-25 and Taxiway Connectors; AEA No. 18-14

Letter dated October 31, 2018 from Erin Powers to Brenda Perez, Federal Aviation Administration re: Oxnard Airport ALP Update/Narrative Report – Forecast Submittal

Letter dated November 2, 2018 from Madeline Herrle to Thomas Klingler, Enterprise Rent a Car Company of Los Angeles, LLC re: Oxnard Airport location – 2889 W. Fifth St.

Letter dated November 5, 2018 from Erin Powers to Sam Landry re: Conceptual Approval for Proposed Interior Hangar Improvements to Hangar P-160E at Camarillo Airport; DR 18-05

Request for Proposal dated November 20, 2018 from Erin Powers to Landscape Contractors re: Project No. CMA-207; Storage Yard Irrigation and Landscape

Letter dated November 26, 2018 from Jorge Rubio to Mark Oberman, Channel Islands Aviation, Inc. re: Improvements and Alterations for Buildings 213 and 233 Lease at Camarillo Airport

Letter dated December 7, 2018 from Madeline Herrle to Ken Obi, Orbic Helicopters, Inc. re: Notice of Property Reversion Notice and Modification to Rental Fees

Letter dated December 14, 2018 from Jorge Rubio to Charlie McLaughlin, Aspen Helicopters re: Expansion plans – vacant parcel

Letter dated December 14, 2018 from Madeline Herrle to Ken Obi, Orbic Helicopters re: Exercise of Option – Camarillo Airport

Letter dated December 17, 2018 from Madeline Herrle to Brian Simmons, Harold Lee, Golden West Air Terminals, Inc. re: Oxnard Airport asphalt improvements (airside/landside)

Letter dated December 18, 2018 from Madeline Herrle to Jason Some, Commemorative Air Force re: Trailers/RVs on CAF premises

There was a discussion about the Department of Airports including pertinent correspondence in the future and redacting tenant information if the subject matter is of a sensitive nature. Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

None.

11. INFORMATION

Miscellaneous articles of interest.

Information was received and filed.

12. AUTHORITY COMMENTS

Supervisor Kelly Long requested that at next month's Authority meeting the Department of Airports review the process for terminating a month-to-month lease. Acting Director Jorge Rubio confirmed that Airport staff will provide this information.

Supervisor Long also requested that at a future meeting the Department of Airports review the fees charged for permits. Acting Director shared that permit fees apply to mobile mechanics and the fees are based on cost recovery analysis.

Councilmember Bert Perello posed a question regarding custody of property and who is responsible for the caretaking of property for individuals that have been evicted. Supervisor Long asked that the Department of Airports provide a response to this inquiry at next month's meeting.

Supervisor John Zaragoza commented about the need for the Authority to revisit the roles and responsibilities of its members. Acting Director Jorge Rubio stated that he would look into options and report back on this request.

Mayor Tim Flynn shared his condolences for former Airports Director Todd McNamee.

Councilmember Bert Perello also shared his condolences for former Airports Director Todd McNamee. Mr. Perello also stated that he believes a member of the public should be able to speak on any item that is on the agenda. A general discussion took place amongst

Authority members in regards to public comment. It was determined that the Brown Act allows public comment with or without submission of a speaker card.

Councilmember Shawn Mulchay introduced himself and suggested that for future meetings the Authority may want to adopt Robert's Rules of Order or Rosenberg's Rules of Order.

Supervisor Kelly Long and Supervisor John Zaragoza shared their condolences for former Airports Director Todd McNamee. The meeting was adjourned in memory of Todd McNamee.

13. ADJOURNMENT

There being no further business, the January 10, 2019 Authority meeting was adjourned at 8:23 p.m.

A handwritten signature in blue ink, appearing to read 'J. Rubio', with a small horizontal line to the right.

JORGE E. RUBIO, A.A.E.
Administrative Secretary