

CAMARILLO AND OXNARD AIRPORT AUTHORITY

MINUTES

February 14, 2019

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Vice-Chair, Bill Thomas, called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

John Zaragoza
 Charlotte Craven
 Shawn Mulchay
 Bill Thomas
 Michael Hodson (Alt)

CAA ABSENT

Kelly Long (E)

OAA PRESENT

John Zaragoza
 Tim Flynn
 Bert Perello
 Walter Calhoun
 Eugene Fussell (Alt)

OAA ABSENT

Kelly Long (E)

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

AIRPORT STAFF

Jorge Rubio
 Erin Powers
 John Feldhans

3. APPROVAL OF MINUTES – January 10, 2019

Camarillo Airport Authority: Councilmember Charlotte Craven moved to approve the January minutes and Councilmember Shawn Mulchay seconded the motion. All others voted and the motion passed unanimously.

Oxnard Airport Authority: Supervisor John Zaragoza moved to approve the January minutes and Councilmember Bert Perello 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.

None.

5. **UNFINISHED BUSINESS – None**

6. **NEW BUSINESS**

CAMARILLO & OXNARD AIRPORT AUTHORITY

- A. **Subject:** Receive and File Report on Process for Termination of Month-to-Month Leases of Aircraft Storage Hangars

Recommendation:

Staff requests that your Commission/Authorities receive and file the below report on the current process for termination of month-to-month leases of aircraft storage hangars.

Acting Director Jorge Rubio provided staff's report on this item and went over a PowerPoint presentation. Mr. Rubio explained that the department can terminate a month-to-month lease for cause and also for no-cause. He went on to describe the process for each method. Mr. Rubio and Thomas Temple, County Counsel, responded to general questions from Authority members.

Camarillo Airport Authority: Councilmember Shawn Mulchay moved to approve staff's recommendation and Councilmember Charlotte Craven seconded the motion. All others voted in favor and the motion passed unanimously.

Oxnard Airport Authority: Supervisor John Zaragoza moved to approve staff's recommendation and Councilmember Bert Perello seconded the motion. All others voted in favor and the motion passed unanimously.

CAMARILLO & OXNARD AIRPORT AUTHORITY

- B. **Subject:** Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports, or His Designee, to Apply for Grants to Fund Projects Scheduled for Federal

Fiscal Years 2019 and 2020 Outlined in the CIP upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available

Recommendations:

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

1. Approve the five-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Attachment); and
2. Authorize the Director of Airports, or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2019 and 2020 outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are available. ***These projects are subject to approval in the County budget process, as explained below.***

Projects Administrator Erin Powers provided staff's report on this item and went over a PowerPoint presentation detailing the five-year Capital Improvement Plan (CIP) for Camarillo Airport and Oxnard Airport. It was clarified that both airports are eligible for 90% in federal funding and Caltrans offers a 5% match of the federal funding. The County is then responsible for the difference. Ms. Powers responded to project-related questions posed by Authority members.

Camarillo Airport Authority: Councilmember Charlotte Craven moved to approve staff's recommendations and Councilmember Shawn Mulchay seconded the motion. All others voted in favor and the motion passed unanimously.

Oxnard Airport Authority: Supervisor John Zaragoza moved to approve staff's recommendations 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 shared that a Ford Trimotor (a historic three-engined aircraft) will be at Camarillo Airport until February 17th and encouraged everyone to stop by the airport to see it.

Mr. Rubio shared that the Viewport at the Waypoint Café is now completed thanks to the efforts of Jim Magglos, EAA, Ventura County 99's, CAF and many other partners.

Mr. Rubio provided an update on the airport director position. He shared that interviews will be scheduled soon and a director should be appointed in the next month or two.

Mr. Rubio also provided an update on the hangar leases. The department is scheduled to meet with VCHOTA again on March 1, 2019 to continue discussions.

8. REPORTS

Monthly Activity Report – December 2018
Monthly Noise Complaints – December 2018
Airport Tenant Project Status – January 2019
Project Status – January 2019
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Letter dated January 8, 2019 from Madeline Herrle to Gerald Alves, APL re: Row "H" Hangar Project – Surety Bond

Letter dated January 24, 2019 from Jorge Rubio to Bill Burr, Burr Family Trust re: 65 Durley Ave, Camarillo, California – Camarillo Airport, Proposed Sale and Lease Assignment(s)

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

Information was received and filed.

11. INFORMATION

None.

12. AUTHORITY COMMENTS

Public Member Bill Thomas reviewed Authority Comments from the meeting that took place on January 10, 2019. In regards to reviewing permit fees, Acting Director Jorge Rubio informed the Authorities that this item would be addressed when the Rent & Fee comes before their bodies in April or May.

Supervisor John Zaragoza requested a review of the Brown Act. Mr. Rubio shared that Leroy Smith of County Counsel agreed to conduct this training. Mr. Rubio stated that department staff will work on finalizing a date for the training and then reach out to

Authority members. Supervisor Zaragoza recommended that the training take place at an upcoming regular meeting.

Public Member Bill Thomas inquired about the outcome of the meeting between the department and VCHOTA that took place on January 22, 2019 regarding hangar leases. Mr. Rubio shared that during the January meeting VCHOTA provided the department with a proposal. The department is currently working on a response to the proposal which will be discussed with VCHOTA at the meeting scheduled on March 1, 2019.

Councilmember Shawn Mulchay stated that he is aware of a Camarillo resident who called the department to file a noise complaint and was informed by the department that her complaint would not be filed. Mr. Rubio requested her contact information so that he could follow-up with the resident.

13. ADJOURNMENT

There being no further business, the February 14, 2019 Authority meeting was adjourned at 8:08 p.m.

A handwritten signature in blue ink, appearing to read 'J. Rubio', is positioned above the typed name.

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