

CAMARILLO AND OXNARD AIRPORT AUTHORITY

MINUTES

March 14, 2019

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Kelly Long, called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

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

CAA ABSENT

OAA PRESENT

Kelly Long
 John Zaragoza
 Tim Flynn
 Bert Perello
 Walter Calhoun

OAA ABSENT

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

AIRPORT STAFF

Jorge Rubio
 John Feldhans
 Ana Castro

**3. APPROVAL OF MINUTES – February 4, 2019 (Special Meeting)
 February 14, 2019 (Regular Meeting)**

Camarillo Airport Authority: Public Member Bill Thomas moved to approve the February 4, 2019 special meeting minutes and Councilmember Shawn Mulchay seconded the motion. All others voted and the motion passed unanimously.

Camarillo Airport Authority: Public Member Bill Thomas moved to approve the February 14, 2019 regular meeting 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 February 4, 2019 special meeting minutes and Public Member Walter Calhoun seconded the motion. Mayor Tim Flynn abstained. All others voted and the motion passed unanimously.

Oxnard Airport Authority: Supervisor John Zaragoza moved to approve the February 14, 2019 regular meeting minutes and Public Member Walter Calhoun seconded the motion. Public Member Walter Calhoun abstained. 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 of the airport stated his concerns about the hangar lease negotiation process and about modifying the Authority bylaws to take away public comment.

Scott Barer introduced himself as the new president of the Camarillo/Oxnard Hangar Owners and Tenants Association. He requested that this body not take action on anything pending until the new airport director is in place.

A member of the public stated his concerns about language in the proposed Authority bylaws and how it affects the jurisdiction of the Airport Authorities.

Harvey Paskowitz, a member of the Aviation Advisory Commission, informed Authority members that at the last Commission meeting a subcommittee was formed to review their bylaws and at some point the proposed changes to the bylaws would be shared with this body. He also shared that County Counsel provided a training on the Brown Act and Fair Political Reform Act.

5. NEW BUSINESS

CAMARILLO & OXNARD AIRPORT AUTHORITY

A. Subject: Training on the Brown Act, Fair Political Reform Act, and Robert's Rules of Order

Leroy Smith of County Counsel went over a PowerPoint presentation and provided training on the Brown Act, Fair Political Reform Act, and Robert's Rules of Order.

Camarillo Airport Authority: Councilmember Charlotte Craven moved to receive and file County Counsel's presentation on the Brown Act, Fair Political Reform Act, and Robert's Rules of Order and Councilmember Shawn Mulchay seconded the motion. All others voted in favor and the motion passed unanimously.

Oxnard Airport Authority: Councilmember Bert Perello moved to receive and file County Counsel's presentation on the Brown Act, Fair Political Reform Act, and Robert's Rules of Order and Public Member Walter Calhoun seconded the motion. All others voted in favor and the motion passed unanimously.

B. Subject: Receive and File Report from County Counsel Regarding the Feasibility of Creating an Appeal Process for Terminations of Month-to-Month Leases of Aircraft Storage Hangars

Recommendation:

Staff requests that your Authorities receive and file the report from County Counsel regarding the Feasibility of Creating an Appeal Process for terminations of Month-to-Month Leases of Aircraft Storage Hangars.

Leroy Smith of County Counsel stated it is County Counsel's opinion that it is not feasible to create an appeals process regarding termination of month-to-month leases. A discussion took place about whether it is appropriate to establish an appeals board or process to address terminations of leases. It was clarified that the Board of Supervisors would have to delegate the authority to terminate leases to another body as the authority currently resides with the director of airports. Some Authority members mentioned that this matter should be addressed again at a future meeting.

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

C. Subject: Review and Approve the Bylaws of the Camarillo Airport Authority and Oxnard Airport Authority

Recommendation:

Review and approve the bylaws of the Camarillo Airport Authority and Oxnard Airport Authority.

Acting Director Jorge Rubio shared that staff incorporated Authority members' comments/suggestions from the special meeting that took place on February 4, 2019 into the redlined version of the bylaws. It was clarified that the yellow comments in the redlined version outline the changes discussed at the special meeting.

The Camarillo Airport Authority reviewed staff's recommended changes to the bylaws. The following comments/suggestions to the bylaws were discussed:

Article 1 None.

Article 2 Language to be added to cite the Joint Powers Agreement.

Article 3 None.

Article 4 None.

Article 5 Remove the word "only" from the second to last sentence in the last paragraph.

Article 6 None.

Article 7 Add "appointed by the chairman of the Authority" to the second to last sentence in the last paragraph.

Article 8 None.

Article 9 None.

Article 10 None.

Leroy Smith of County Counsel indicated that his office needs additional time to make a recommendation on when the 4/5ths vote would be applicable in regards to the items that come before the Authority under the Joint Powers Agreement. Chair Kelly Long requested that approval of the Camarillo Airport Authority bylaws reflecting the modifications discussed at tonight's meeting be agendized for the Authority's next regular meeting.

The Oxnard Airport Authority reviewed staff's recommended changes to the bylaws. The consensus is that no changes are needed however Chair Walter Calhoun requested that approval of the Oxnard Airport Authority bylaws be agendized for the Authority's next regular meeting.

6. UNFINISHED 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.

Councilmember Charlotte Craven moved to nominate Public Member Bill Thomas for Chair of the Camarillo Airport Authority and Councilmember Shawn Mulchay seconded the motion. All others voted in favor and the motion passed unanimously.

Councilmember Charlotte Craven moved to nominate Councilmember Shawn Mulchay for Vice-Chair of the Camarillo Airport Authority and Supervisor Kelly Long seconded the motion. All others voted in favor and the motion passed unanimously.

2019 Camarillo Airport Authority Seats:

Chair – Public Member Bill Thomas

Vice-Chair – Councilmember Shawn Mulchay

Mayor Tim Flynn moved to nominate Supervisor John Zaragoza as Chair of the Oxnard Airport Authority and Supervisor John Zaragoza seconded the motion. All others voted in favor and the motion passed unanimously.

Mayor Tim Flynn moved to nominate Councilmember Bert Perello as Vice-Chair of the Oxnard Airport Authority and Supervisor John Zaragoza seconded the motion. All others voted in favor and the motion passed unanimously.

2019 Oxnard Airport Authority Seats:

Chair – Supervisor John Zaragoza

Vice-Chair – Councilmember Bert Perello

7. DIRECTOR'S REPORT

Acting Director Jorge Rubio shared that Kip Turner has been selected as the airport director and he starts on April 8, 2019.

Mr. Rubio also shared that the department's budget workshop is taking place on March 21, 2019.

8. REPORTS

Monthly Activity Report – January 2019

Monthly Noise Complaints – January 2019

Airport Tenant Project Status – February 2019

Project Status – February 2019

Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Letter dated January 24, 2019 from Erin Powers to Jim Harris, Coffman Associates, Inc. re: Notice to Proceed, Camarillo Airport – Airfield Geometry Study and Airfield Drainage Study for Runway 8-26 and Taxiway Connectors, AEA No. 18-12

Letter dated January 24, 2019 from Erin Powers to Venco Western, Inc. re: Notice to Proceed for Camarillo Airport – DOA STORAGE YARD IRRIGATION AND LANDSCAPE, Specification No.: DOA 19-01 (N), Project No.: CMA-207C, City of Camarillo: IPD-402

Letter dated January 31, 2019 from Erin Powers to Joe Vacca, City of Camarillo re: Capital Improvement Program for Camarillo Airport

Letter dated January 31, 2019 from Erin Powers to Kathleen Mallory, City of Oxnard re: Capital Improvement Program for Oxnard Airport

Letter dated January 31, 2019 from Erin Powers to Brenda Perez, Federal Aviation Administration re: 5 Year Airport Capital Improvements Plan (ACIP), CMA – NPIAS NO. 06-0339, OXR – NPIAS NO. 06-0179

Letter dated February 12, 2019 from Jorge Rubio to Graeme Flynn, SBA Communications Corporation re: Conceptual Approval of Sprint's Equipment Upgrades/Additions at SBA Communications' Telecommunications Facility at 2889 West 5th St., Oxnard, CA 93030

Letter dated February 14, 2019 from John Feldhans to Whom It May Concern re: Camarillo Hangar Waitlist

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

None.

11. INFORMATION

Miscellaneous articles of interest.

Information was received and filed.

12. AUTHORITY COMMENTS

Supervisor John Zaragoza thanked Acting Director Jorge Rubio for a job well done with the department's budget.

Supervisor Kelly Long thanked the community for the outreach received by her office and she looks forward to ongoing partnerships.

Public Member Bill Thomas thanked everyone for their professionalism at tonight's meeting.

13. ADJOURNMENT

There being no further business, the March 14, 2019 Authority meeting was adjourned at 10:00 p.m.

A handwritten signature in blue ink, appearing to read 'J. Rubio', with a stylized flourish at the end.

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