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CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

April 11, 2019

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Bill Thomas, 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
Shawn Mulchay
Bill Thomas
Michael Hodson (Alt)

CAA ABSENT

OAA PRESENT

Kelly Long
John Zaragoza
Bert Perello
Walter Calhoun
Eugene Fussell (Alt)

OAA ABSENT

Tim Flynn

Excused (E)

Late (L)

Alternate (Alt)

AIRPORT STAFF

Kip Turner
Jorge Rubio
Jamal Ghazaleh
John Feldhans
Ana Castro

3. APPROVAL OF MINUTES – March 14, 2019

Camarillo Airport Authority: Supervisor Kelly Long moved to approve the March meeting minutes and Councilmember Charlotte Craven seconded the motion. All others voted and the motion passed unanimously.

Oxnard Airport Authority: Public member Walter Calhoun moved to approve the March meeting 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.

A member of the public stated that the Hangar Owners Association is getting reports that staff from the Department of Airports is advising members of the boards on matters related to conflicts of interests. The member of the public inquired as to the accuracy of these reports.

A member of the Aviation Advisory Commission updated the Authorities that the Commission is conducting a review of their bylaws.

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

CAMARILLO & OXNARD AIRPORT AUTHORITY

A. Subject: Review of Fiscal Year 2019-20 Proposed Budget

Recommendation:

Staff requests that your Commission/Authorities review and comment on the Department of Airports proposed FY 2019-20 budget for Camarillo and Oxnard airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

Deputy Director Jorge Rubio provided staff's report on this item and went over a PowerPoint presentation detailing the proposed budget. In regards to new hangars that are being built at Camarillo Airport, Supervisor Kelly Long suggested that airport staff develop a waiting list specifically for the new hangars to verify that there is a demand for them at the increased rental rate. Public member Walter Calhoun raised a concern about the Department of Airports moving forward with a runway reconstruction at Oxnard Airport. Mr. Rubio explained that the decision to move forward with a reconstruction was based on engineering reports and data that support a reconstruction versus a rehabilitation. It was

requested that the department share the engineer's findings with Authority members and also post the information on the department's website. Mr. Calhoun further requested that the matter of the runway reconstruction be placed on a future agenda for additional discussion. A discussion took place about the overall health of Oxnard Airport and the desire for airport staff to continue efforts towards its growth and improvement. Mr. Rubio responded to various budget-related questions posed by Authority members.

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

Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation 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 approve staff's recommendation and Supervisor Kelly Long seconded the motion. Public member Walter Calhoun dissented. All others voted in favor and the motion passed 3-1.

B. Subject: Approval of the Department of Airports' Fiscal Year 2019-20 Rent and Fee Schedule, Effective July 1, 2019; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Approval of, and Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Notices of Intent to Terminate and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule.

Recommendations:

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

1. Approve the Department of Airports' ("Department") FY 2019-20 Rent and Fee Schedule (Attachment 1 is the DRAFT with highlighted changes), with an effective date of July 1, 2019; and
2. Authorize the County Executive Officer and the Director of Airports to Execute Certain Leases and Licenses as described in Section III of the Resolution (Section III of Resolution in Attachment 1); and
3. Approve, Adopt, and Execute the Resolution (Pages 30-37 of Attachment 1) establishing rents, fees, and insurance requirements for the Department.

Deputy Director Jorge Rubio provided staff's report on this item and reviewed key changes to the Rent & Fee Schedule. Mr. Rubio shared that every two years the rates for hangars

and tie-downs are adjusted based on Consumer Price Index. Last year there was no increase to the rates for hangars and tie-downs but this year the rates increased by 6.971%. Mr. Rubio reviewed current rates and proposed rates for hangars, tie-downs, landing fees, land rates, aviation activity permits, and taxi/shuttle permits. Mr. Rubio pointed out that the rates for aviation activity permits decreased. It was clarified that rates for activity permits decreased because airport staff looked at the formula used to calculate the rates and adjusted it to depict current practice. Public member Bill Thomas requested that airport staff share the formula used to calculate the rates for activity permits with the Authorities, possibly in a director's report. Councilmember Charlotte Craven pointed out corrections to the Rent and Fee Schedule. On page 6b44 of the meeting packet, section E.1., the word "is" is used twice in the first two sentences so one "is" needs to be removed from each sentence so that the sentences read properly. Additionally, on page 6b46, section III.C., the word "that" needs to be added after the words "Government aircraft ...". Public member Bill Thomas noted that the definitions in the Rent and Fee Schedule, starting on page 6b36 of the meeting packet, need to be updated after the new hangar leases are finalized. Supervisor Kelly Long concurred with Mr. Thomas' comments and added that any other documents impacted by the finalization of the new hangar leases will need to be updated as well. Mr. Rubio responded to general questions posed by Authority members.

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

Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendations, subject to corrections to the Rent and Fee Schedule noted by Councilmember Charlotte Craven, 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 approve staff's recommendations and Supervisor John Zaragoza seconded the motion. All others voted in favor and the motion passed unanimously.

7. DIRECTOR'S REPORT

Deputy Director Jorge Rubio stated that the Department of Airports is happy to have new airport director Kip Turner.

Mr. Rubio shared that the department is in a lease disagreement with a commercial tenant of the airport, Airport Properties Limited. Mr. Rubio could not disclose much information about this matter in the event that it goes to litigation however he wanted to bring it to the attention of the Authorities.

8. REPORTS

Monthly Activity Report – February 2019
Monthly Noise Complaints – February 2019
Airport Tenant Project Status – March 2019
Project Status – March 2019
Financial Statements Period Ended – December 31, 2018
Financial Statements Second Quarter – FY 2018/2019
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Letter dated February 28, 2019 from Madeline Herrle to Jerry Alves, Airport Properties Limited, LLC re: Request of Records Request

Letter dated March 7, 2019 from Madeline Herrle to Charlie McLaughlin, Aspen Helicopters re: Midfield Facility Assessment Report

Letter dated March 7, 2019 from Madeline Herrle to MaryAnn Manolas, SBA Communications Corporation re: Amendment of Lease and Use Agreement, CA-45569-A, Oxnard Airport

Letter dated March 14, 2019 from Jorge Rubio to Stephen Maloney, Sun Air Jets

Letter dated March 15, 2019 from Jorge Rubio to Gerald Alves, Airport Properties Limited, LLC re: Public Records Request (“Request #2”), County N. Hangar Development

Letter dated March 15, 2019 from Jorge Rubio to Gerald Alves, Airport Properties Limited, LLC re: Public Records Request (“Request #3”), Revised Airport Plan

Letter dated March 15, 2019 from Jorge Rubio to Gerald Alves re: Notice of Intent to Terminate Option Properties

Letter dated March 19, 2019 from Jorge Rubio to Gerald Alves, Airport Properties Limited, LLC re: Public Records Request (“Request #5”)

Letter dated March 22, 2019 from Madeline Herrle to James Wilkey, Wagon Train Productions, Inc. re: Storage Lease Agreement – Camarillo Airport Business Park

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

None.

11. INFORMATION

Miscellaneous articles of interest.

Information was received and filed.

12. AUTHORITY COMMENTS

Alternate public member Eugene Fussell commented that the hangars at Oxnard Airport are outdated and the Department of Airports should consider building new hangars. Mr. Fussell further commented that he would like to see more effort towards bringing commercial air service to Oxnard Airport. He believes there are many opportunities for Oxnard Airport to grow and be self-sustaining so he requested that airport staff work towards that end.

Councilmember Bert Perello supported the comments provided by Mr. Fussell.

Supervisor John Zaragoza welcomed new airport director Kip Turner. Mr. Zaragoza also sought clarification about a constituent complaint involving a plane traveling over homes from Victoria Avenue towards Ventura Road. Deputy Director Jorge Rubio stated that airport staff researched the complaint and got in touch with the constituent.

Public member Bill Thomas also welcomed airport director Kip Turner and shared that the Wings Over Camarillo Air Show will take place on August 17-18, 2019.

13. ADJOURNMENT

There being no further business, the April 11, 2019 Authority meeting was adjourned at 8:55 p.m.

A handwritten signature in black ink, appearing to read "Kip Turner". The signature is fluid and cursive, with a long horizontal stroke at the end.

KIP TURNER, C.M.
Administrative Secretary