

2020 to Airport Staff at 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.

- c. If you are watching the live broadcast of the meeting and would like to make either a general public comment (Item 4) for airport related items not on the agenda or to comment on a specific agenda item as it is being heard, please submit your comment, limited to 250 words or less, via email to Airport Staff at AirportInfo@ventura.org. Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 6.A.). Every effort will be made to read your comment during the time for public comments when the Authorities reach your item of interest on the agenda.

AGENDA

1. **CALL to ORDER and PLEDGE of ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL of MINUTES – March 12, 2020**
4. **PUBLIC COMMENT PERIOD**
5. **UNFINISHED BUSINESS – NONE**
6. **NEW BUSINESS**

CAMARILLO & OXNARD AIRPORT AUTHORITY

A. Subject: Review of Fiscal Year 2020-21 Proposed Budget

Recommendation:

Staff requests that your Authorities review and comment on the Department of Airports proposed FY 2020-21 budget for Camarillo and Oxnard airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

B. Subject: Approval of the Department of Airports' Fiscal Year 2020-21 Rent and Fee Schedule, Effective July 1, 2020; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; 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, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule

Recommendations:

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

1. Approve the Department of Airports' ("Department") FY 2020-21 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with changes highlighted), with an effective date of July 1, 2020; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 30-37 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 30-37 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

C. 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 2020 and 2021 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 Authorities recommend that the Board of Supervisors (Board):

1. Approve the five-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1); and
2. Authorize the Director of Airports, or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2020 and 2021 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.***

OXNARD AIRPORT AUTHORITY

D. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, a Design Services Contract with Mead and Hunt, Inc., in the Amount of \$1,507,310, for the Final Design of the Oxnard Airport 7-25 Runway, Taxiway Connectors and Taxiway F Reconstruction; Find the Project Categorically Exempt from California Environmental Quality Act; Authorization for the Director of Airports, or His Designee, to Accept and

Sign Federal Aviation Administration Grant No. 3-06-0179-036-2020, if Offered, in an Estimated Amount of \$450,000, Which Will Provide Partial Funds for the Final Design Contract; Authorization for the Director of Airports, or His Designee, to Apply for, Accept, and Sign for a Matching Grant from the California Department of Transportation, if Offered; Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements; and Authorization for the Auditor-Controller to Process Necessary Budgetary Transactions

Recommendations:

Staff requests that your Authority recommend that the Board of Supervisors (Board):

1. Approve, and authorize the Director of Airports or his designee to sign, a design services contract (Exhibit 1) with Mead and Hunt, Inc., in the amount of \$1,507,310, for the final design of the Oxnard Airport 7-25 runway, taxiway connectors, and Taxiway F reconstruction;
2. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15302(b);
3. Authorize the Director of Airports or his designee to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0179-036-2020, if offered, in an estimated amount of \$450,000, which will provide partial funds for the Oxnard Airport 7-25 runway, taxiway connectors, and Taxiway F reconstruction final design contract;
4. Authorize the Director of Airports or his designee to apply for, accept, and sign for a matching grant from the California Department of Transportation (Caltrans), if offered; and
5. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements; and
6. Authorize the Auditor-Controller to process the necessary budgetary transactions to revise the following appropriations:

Budget Unit 5040 Airports Capital Projects:

Increase Unit 5041-4111 Airports Capital Projects	\$467,310
Decrease Fund E300 Unrestricted Net Position	\$467,310

7. DIRECTOR'S REPORT

8. REPORTS

Monthly Activity Report – February, March, April 2020

Monthly Noise Complaints – February, March, April 2020
Consultant Reports – February, March, April 2020
Airport Tenant Project Status – May 2020
Project Status – May 2020
Financial Statements Period Ended – March 31, 2020
Financial Statements Third Quarter – FY 2019/2020
Meeting Calendar

9. CORRESPONDENCE

Letter dated March 2, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Letter dated March 10, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Letter dated March 10, 2020 from Madeline Herrle to Jackie Rose, Ventura County Animal Services re: Lease/MOU Renewal – Camarillo Airport Business Park

Letter dated March 17, 2020 from Madeline Herrle to Gregory Peacock, Tactical Communications re: Lease Renewal Proposal

Letter dated March 20, 2020 from Madeline Herrle to Scott Barer re: Public Records Request dated March 17, 2020

Letter dated March 24, 2020 from Kip Turner and Byron Hamilton to Assemblymember Jacqui Irwin re: N95 Masks

Letter dated March 30, 2020 from Madeline Herrle to Scott Barer re: Public Records Request dated March 17, 2020

Letter dated April 2, 2020 from Kip Turner to Ventura County Airport Commission, Airport Authorities, & Tenants re: Update on Coronavirus Impact and Actions at Department of Airports

Notice dated April 7, 2020 from Camarillo Airport Operations Supervisor to Camarillo Airport Tenants re: Taxiways Closed April 20 through April 24

Letter dated April 9, 2020 from Madeline Herrle to John Battle, Lee & Associates re: Rancho Victoria Development Oxnard, California

Memorandum dated April 10, 2020 from Madeline Herrle to Airport Hangar Tenants re: Hangar Improvement Work

Letter dated May 13, 2020 from Kip Turner to Rhonda Rance, U.S. General Services Administration re: Written Notice of Incompatibility

Letter dated May 13, 2020 from Kip Turner to Rick Etter, Federal Aviation Administration re: Notice of Interest

Letter dated May 19, 2020 from Kip Turner to David Haase, U.S. General Services Administration re: Notice of Interest for Negotiated Sale

10. MISCELLANEOUS

11. AUTHORITY COMMENTS - Comments by Authority members on matters deemed appropriate.

12. ADJOURNMENT

The next regular Authority meeting will be on Thursday, July 9, 2020 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.