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## CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

### MINUTES

June 13, 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  
Shawn Mulchay  
Susan Santangelo  
Bill Thomas

##### CAA ABSENT

##### OAA PRESENT

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

##### OAA ABSENT

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

##### AIRPORT STAFF

Kip Turner  
Jorge Rubio  
Erin Powers  
Madeline Herrle  
John Feldhans  
Ana Castro

##### COUNTY STAFF

Tom Temple

#### 3. APPROVAL OF MINUTES – April 11, 2019

***Camarillo Airport Authority: Councilmember Shawn Mulchay moved to approve the April meeting minutes and Supervisor Kelly Long seconded the motion. Councilmember Susan Santangelo abstained. All others voted and the motion passed unanimously.***

***Oxnard Airport Authority: Councilmember Bert Perello moved to approve the April meeting minutes and Public Member Walter Calhoun seconded the motion. Mayor Tim Flynn 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.*

Mark Sullivan, a renter at Camarillo Airport and Oxnard Airport, shared that he could not find any documents that explain the relationship between the Aviation Advisory Commission and the Airport Authorities.

## **5. PRESENTATION**

- A. Presentation from the Sheriff's Office Aviation Unit about the potential operations of Blackhawk helicopters to and from the west ramp of Hangar 3 at Camarillo Airport.

### **Recommendation:**

Staff requests that your Commission/Authorities receive a verbal report from the Sheriff's Office Aviation Unit.

Alex Keller, pilot with the Aviation Unit, presented a PowerPoint reviewing the Blackhawk helicopter operations. He also provided a comparison between the Bell Huey and Firehawk helicopters. Mr. Keller responded to general questions posed by Authority members.

## **6. NEW BUSINESS**

### **OXNARD AIRPORT AUTHORITY**

- A. **Subject: Receive and File a Presentation of the Oxnard Airport Runway Improvement Alternatives**

### **Recommendation:**

It is requested that your Authority receive and file an oral presentation regarding Oxnard Airport's present runway pavement evaluation and the Airport Engineer's recommended improvement alternatives.

Director Kip Turner stated that based on Authority comments made at the April meeting regarding the runway project at Oxnard Airport, he invited the department's engineers

(Mead & Hunt) to make a presentation about the project and answer any questions that Authority members might have.

Jeff Leonard from Mead & Hunt presented a PowerPoint regarding their runway pavement evaluation and recommended improvement alternatives. Based on geotechnical data obtained in 2018, their recommendation is to do a reconstruction versus a rehabilitation. Mr. Leonard shared that it is less expensive (approximately \$11,880,275) to do a reconstruction and the runway closure time (approximately 12 weeks) is less than if a rehabilitation were to be performed. Additionally, the life expectancy of the pavement is 20 years with a reconstruction versus 10 years with a rehabilitation. Director Turner shared that the department originally budgeted approximately \$8,000,000 for this project so the department is seeking additional funds from the FAA to cover the gap between what was budgeted and the expected cost of a reconstruction. Mr. Turner pointed out that if additional funds cannot be found then the project may get pushed back. Mr. Leonard shared that in addition to the geotechnical data obtained in 2018, they also have geotechnical data from 2015 or 2016. Mr. Leonard went on to state that it is their opinion that the pavement has reached its useful life and the FAA concurs with Mead & Hunt's recommendation for a reconstruction. Councilmember Bert Perello requested that the geotechnical data be sent to the Oxnard Airport Authority. Public Member Walter Calhoun also requested documentation confirming FAA approval of the project however it was clarified that the approval was given during a conference call with the FAA. Mr. Calhoun further requested documentation explaining the recommendation for a reconstruction however it was clarified that Mead & Hunt recommended the reconstruction based on their review of the geotechnical data. Mr. Leonard shared that they are close to finishing their preliminary design report. Mr. Turner stated that department staff could send a draft of the preliminary design report with the understanding that it is only a draft and subject to change. Supervisor Kelly Long stated that she would like department staff to keep the community informed about the project. Director Turner shared that the department will have an intensive communication campaign to keep the community informed about the different phases of the project. Projects Administrator Erin Powers shared that in order to be eligible for grant funding, the department will need to get approval on the final design contract for a runway reconstruction. The department plans to bring the final design contract before the Authority in July so that the Board of Supervisors can review the contract in August.

***Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendation and Public Member Walter Calhoun seconded the motion. All others voted in favor and the motion passed unanimously.***

## **CAMARILLO & OXNARD AIRPORT AUTHORITY**

**B. Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2019-2020 and to Issue Work Orders Against These Contracts**

## **Recommendations:**

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

1. Authorize the Director of Airports to award annual consulting-services contracts for fiscal year 2019-2020 to the consultants listed in the Annual Consultant Services Contracts Summary (Attachment 1) using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (an exemplar contract form is attached as Attachment 2); and
2. Authorize the Director of Airports and/or his designee to issue work orders against such contracts for up to \$35,000 each project for planning of construction projects not yet approved by your Board, and for up to \$100,000 each work order for other services.

Projects Administrator Erin Powers provided staff's report on this item and responded to general questions posed by Authority members.

Bobby Williams, 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 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 Public Member Walter Calhoun seconded the motion. All others voted in favor and the motion passed unanimously.***

## **7. UNFINISHED BUSINESS**

### **CAMARILLO & OXNARD AIRPORT AUTHORITY**

#### **A. Subject: Review and Consider Approval of the Updated Draft Bylaws of the Camarillo Airport Authority and Oxnard Airport Authority**

#### **Recommendation:**

Staff requests that your Authorities review and consider approval of the updated draft Bylaws of the Camarillo Airport Authority and Oxnard Airport Authority.

Director Kip Turner provided staff's report on this item. 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** None.

- Article 3** Request clarification on the word “expressly” used in the second paragraph.
- Article 4** Move the words “Public Member” used in the first paragraph.
- Article 5** None.
- Article 6** None.
- Article 7** None.
- Article 8** None.
- Article 9** None.
- Article 10** None.

It was pointed out that in the bylaws it states that the Authority hears public comment however it does not state that the Authority hears a report from the Commission. It was suggested that language be added to reflect that the Authority receives a report from the Commission.

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

- Article 1** None.
- Article 2** None.
- Article 3** Request clarification on the word “expressly” used in the fourth paragraph.
- Article 4** Move the words “Public Member” used in the first paragraph to be consistent with the Camarillo Airport Authority bylaws.
- Article 5** Add language about the commencement date regarding the Public Member’s term of office to be consistent with the Camarillo Airport Authority bylaws.
- Article 6** Add language to clarify that County Supervisors are not compensated.
- Article 7** None.
- Article 8** Add language to clarify the third member needed for a quorum shall be the Public Member to be consistent with the Camarillo Airport Authority bylaws.
- Article 9** None.
- Article 10** None.

A discussion took place and it was determined that department staff will make the recommended changes to the bylaws and bring them back to Authority members for review at the next regular meeting.

***Camarillo Airport Authority: Chair Bill Thomas deferred action on this item and requested that this item be agendized for the Authority’s next regular meeting.***

***Oxnard Airport Authority: Chair John Zaragoza deferred action on this item and requested that this item be agendized for the Authority’s next regular meeting.***

## **8. DIRECTOR’S REPORT**

Director Kip Turner shared that he has conducted introductory meetings with staff, tenants, and members of the different groups that provide insight to the Ventura County airport system which include County management, Board of Supervisors, Aviation Advisory Commission, both Airport Authorities, Federal Aviation Administration (FAA), and other community leaders. He is getting up to speed on airport projects including the Northeast

Hangar Development, Oxnard Airport Layout Plan, both runway projects, and others. He is currently assessing needs for both Camarillo and Oxnard airports, including tenant issues. Mr. Turner also shared that he asked the FAA to partner with the department to update the master plans for both airports. The budget along with the Rent & Fee presentations have been completed. He also shared that he plans to establish office hours at Oxnard Airport and anticipates spending at least two days a week there to conduct business related to that airport. The department is working on website enhancements so the public can view presentation materials and project reports. Additionally, project reports from the department's engineers will now be included in the meeting packets beginning next month. The Oxnard Airport had a Part 139 inspection by the FAA. Airport staff is working to address the items noted in the inspection within the timeframes given by the FAA. The Camarillo Airport was inspected by the Department of Transportation and airport staff is working to address the items noted in the inspection. Additionally, a runway safety action meeting took place and it went well. Mr. Turner provided an update on the new hangars that are being built at Camarillo Airport. Specifically, he shared that the pricing of the new hangars are competitive with the rates that are charged by nearby airports and he also shared that the department is compiling an interest list for the new development. Mr. Turner pointed out that operations are up over 20% for the first quarter. Lastly, Mr. Turner requested that Deputy Director Jorge Rubio review the formula used to calculate the rates for the aviation activity permits referenced in the Rent & Fee Schedule as this was requested at the April meeting of the Airport Authorities. Mr. Rubio presented a slide that showed the formula used to calculate the rates.

## **9. REPORTS**

- Monthly Activity Report – March, April 2019
- Monthly Noise Complaints – March, April 2019
- Airport Tenant Project Status – May 2019
- Project Status – May 2019
- Meeting Calendar

***Reports were received and filed.***

## **10. CORRESPONDENCE**

Letter dated March 29, 2019 from Erin Powers to Ron Rasak, RKR Incorporated re: Conceptual Approval for Proposed RKR, Incorporated Hangar Development for Early Coordination with Planning Agencies, DR 19-04

Letter dated March 29, 2019 from Jorge Rubio to Gerald Alves, Airport Properties Limited, LLC re: Public Records Request ("Request #8"), Communication between County and Ron Rasak/RKR Development, etc.

Letter dated April 8, 2019 from Madeline Herrle to Gregory Peacock, Tactical Communications re: Exterior Building Painting Coming Up, HVAC Repairs

Letter dated April 12, 2019 from Jorge Rubio to Gerald Alves, Airport Properties Limited, LLC re: Request of Records Request #1

Letter dated April 12, 2019 from Jorge Rubio to Jerry Alves, Airport Properties Limited, LLC re: Request of Records Request #9

Letter dated April 12, 2019 from Jorge Rubio to Jerry Alves, Airport Properties Limited, LLC re: Request of Records Request #10

Letter dated April 17, 2019 from Jorge Rubio to Jerry Alves, Airport Properties Limited, LLC re: Request of Records Request #12

Letter dated May 2, 2019 from Erin Powers to Art Galindo, Superior Fire, Inc. re: Notification of Contractor Request for Substitution of Subcontractor for Cause for the Camarillo Airport – NE Hangar Development, Phase 1 Construction Project, FAA AIP No.: 3-06-0339-036-2017, Spec. No. DOA 17-01; Proj. No. CMA-195

Letter dated May 15, 2019 from Kip Turner to Daniel Gargas re: California Department of Transportation Inspection of Camarillo Airport

***Correspondence was received and filed.***

## **11. MISCELLANEOUS HANDOUTS**

***Information was received and filed.***

## **12. AUTHORITY COMMENTS**

Public Member Bill Thomas requested an update on the hangar leases. Director Kip Turner shared that he has met with County staff, Authority members, and Scott Barer, the president of the Hangar Owners Association, to discuss this matter. Supervisor Kelly Long requested that Director Turner also reach out to the members of the Association to obtain their input. Mr. Thomas also requested that Mr. Turner meet with the Association's leadership to get the process going again.

Public Member Walter Calhoun believes further clarification is needed regarding the relationship between the Aviation Advisory Commission and the Airport Authorities. He suggested that the department research Ordinance 3480 to ensure consistency with the bylaws.

Alternate Public Member Eugene Fussell concurred with Mr. Calhoun and further suggested that the department examine whether current processes can be streamlined. Mr. Fussell stated that the focus should not be on trying to keep things as they were but rather how they should be.

Supervisor John Zaragoza echoed Mr. Calhoun's comments and requested that the department research the matter of Ordinance 3480 and consistency with the bylaws. Director Turner stated that he would work with County Counsel and report back.

Mr. Thomas requested an update on the Rick Fleck matter. Director Turner reported that Mr. Fleck's lease expired in the Sheriff's hangar but he found another space at the east end of the airport in one of the alert hangars.

Mr. Calhoun greeted Mr. Turner and stated that he looks forward to working with him. Mr. Fussell echoed Mr. Calhoun's comments.

Supervisor Long requested that the department look into posting videos of the Authority meetings on the department's website so they are available to the public.

Councilmember Bert Perello thanked Mr. Turner for meeting with him. Mr. Perello echoed Supervisor Long's comments about posting videos of the meetings on the department's website. In regards to the matter involving the relationship between the Commission and the Airport Authorities, Mr. Perello pointed out that it is a good idea to look at policies versus practice.

Supervisor Zaragoza also thanked Mr. Turner for meeting with him.

Councilmember Shawn Mulchay also thanked Mr. Turner for meeting with him. Mr. Mulchay welcomed Councilmember Susan Santangelo who took Councilmember Charlotte's Craven's place on the Camarillo Airport Authority. Mr. Mulchay shared that Mayor Kevin Kildee has been selected at the alternate Authority member.

Councilmember Santangelo also thanked for Mr. Turner for meeting with her.

Mr. Thomas reminded everyone that the Wings Over Camarillo Air Show will take place on August 17-18, 2019. He shared that one of the big events will be pyrotechnics.

### **13. ADJOURNMENT**

There being no further business, the June 13, 2019 Authority meeting was adjourned at 9:50 p.m.

A handwritten signature in black ink that reads "Kip Turner". The signature is written in a cursive, flowing style.

KIP TURNER, C.M.  
Administrative Secretary