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**AVIATION ADVISORY COMMISSION**

**MINUTES**

**April 5, 2021**

**1. CALL to ORDER and PLEDGE of ALLEGIANCE**

Chair, Robert Trimborn, called the meeting to order at 7:05 p.m. and led the pledge of allegiance.

**2. ROLL CALL**

**PRESENT**

Robert Trimborn  
Maggie Bird  
Adriana Van der Graaf  
Bobby Williams  
Bruce Hamous  
Steve Weiss

*Excused (E)*

*Late (L)*

**ABSENT**

James Flickinger  
Nanette Metz  
Gary Jacobs (E)

**AIRPORT STAFF**

Kip Turner, Director  
Dave Nafie, Deputy Director  
Erin Powers, Projects Administrator  
Madeline Herrle, Lease Manager  
Jamal Ghazaleh, Accounting Manager  
John Feldhans, Operations Supervisor  
Ana Castro, Management Assistant

### 3. APPROVAL OF MINUTES – March 1, 2021

*Steve Weiss moved to approve the March minutes and Maggie Bird seconded the motion. All Commissioners voted in favor and the motion passed unanimously.*

4. **PUBLIC COMMENT** - Citizens wishing to speak to the Commission 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.*

Public comment heard.

### 5. UNFINISHED BUSINESS – None

### 6. NEW BUSINESS

- A. **Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, a Grant of Easement Agreement with Southern California Edison, for the Relocation of a Power Pole at the Camarillo Airport Business Park**

#### **Recommendations:**

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

1. Approve, and authorize the Director of Airports or his designee to sign, a Grant of Easement Agreement (Exhibit 1) with Southern California Edison for the relocation of an existing power pole and guy wire support on County property at the northwest corner of Willis Avenue and Airport Way, in the Camarillo Airport Business Park.

2. In accordance with Government Code section 25526.6, find that granting the easement to Southern California Edison is in the public interest and that the conveyance will not interfere with the County's use of the property.

Director Kip Turner stated that lease manager Madeline Herrle will provide staff's report. Ms. Herrle provided a brief staff report. There were no comments by Commissioners.

***Adriana Van der Graaf moved to approve staff's recommendations and Bruce Hamous seconded the motion. All Commissioners voted in favor and the motion passed unanimously.***

**B. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, a Memorandum of Agreement between the County of Ventura and the Federal Aviation Administration for the Operation of FAA Facilities at the Camarillo Airport**

**Recommendation:**

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

Approve, and authorize the Director of Airports or his designee to sign, a Memorandum of Agreement (Exhibit 1) between the County of Ventura (County) and the Federal Aviation Administration (FAA) for the operation of various FAA facilities at the Camarillo Airport which include the Automated Surface Observing Systems (ASOS), the Centerfield Wind Instrument (CFW), and the Air Traffic Control Tower (ATCT), for a period of twenty years.

Director Kip Turner stated that lease manager Madeline Herrle will provide staff's report. Ms. Herrle provided a brief staff report and responded to general questions posed by Commissioners.

***Steve Weiss moved to approve staff's recommendation and Adriana Van der Graaf seconded the motion. All Commissioners voted in favor and the motion passed unanimously.***

**C. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the First Amendment to the Lease with RKR**

## **Incorporated, to Correct the Description of the Leased Premises**

### **Recommendation:**

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

Approve, and authorize the Director of Airports or his designee to sign, the First Amendment to the lease with RKR Incorporated, to correct the description of the leased premises.

Director Kip Turner stated that lease manager Madeline Herrle will provide staff's report. Ms. Herrle provided a brief staff report. There were no comments by Commissioners.

***Steve Weiss moved to approve staff's recommendation and Maggie Bird seconded the motion. All Commissioners voted in favor and the motion passed unanimously.***

**D. Subject: Authorization for the Director of Airports or Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0179-038-2021, When Offered, in an Estimated Amount of \$24,179,468 Which Will Provide Funds for the Runway 7-25, Taxiway Connectors and Parallel Taxiway Pavement Reconstruction at Oxnard Airport; Authorization for the Director of Airports or Designee, to Apply for, Accept, and Sign for a Matching Grant from Caltrans, if Offered; and Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements**

### **Recommendations:**

1. Authorize the Director of Airports or his designee, to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0179-038-2021, when offered, in an estimated amount of \$24,179,468 which will provide funds for the Runway 7-25, Taxiway Connectors and Parallel Taxiway Pavement Reconstruction at Oxnard Airport; and

2. Authorize the Director of Airports or his designee, to apply for, accept, and sign for a matching grant from Caltrans, if offered; and
3. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements.

Director Kip Turner introduced the item. Projects Administrator Erin Powers provided staff's report. Ms. Powers shared that this project is out to bid and the bidding period will close at the end of this month. The department is bringing this item forward now in order to be in a position to accept a grant from the FAA when offered. The grant amount of \$24,179,468 is only an estimate because the actual grant will be based on the bids that come in and a combination of the FAA funding that is available. Commissioner Steve Weiss commented that he would rather move forward with concrete instead of asphalt. It was clarified that the project has several components that are independent of one another (base bid, bid alternate 1, bid alternate 2) however Director Turner stated that the department is pushing for the project to be completed at one time if funding allows.

***Steve Weiss moved to approve staff's recommendations and Adriana Van der Graaf seconded the motion. All Commissioners voted in favor and the motion passed unanimously.***

**E. Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports or Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2021 and 2022 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 (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) 2021 and 2022 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.***

Director Kip Turner introduced the item. Projects Administrator Erin Powers provided staff's report. Ms. Powers shared that the department works with the FAA every year to update its five-year capital improvement plan. The plan is required by federal and state agencies in order to be eligible for grant funding. Ms. Powers reviewed a PowerPoint presentation outlining projects scheduled at Camarillo and Oxnard airports between 2021-2025. Director Turner and Ms. Powers responded to general questions posed by Commissioners. A discussion took place about the source of funding for projects and it was clarified that no taxpayer dollars are used.

***Bruce Hamous moved to approve staff's recommendations and Adriana Van der Graaf seconded the motion. All Commissioners voted in favor and the motion passed unanimously.***

**F. Subject: Appointment of One Member of the Aviation Advisory Commission to the Planning Advisory Committee for the Airport Master Plan Study**

**Recommendation:**

Staff requests that your Commission appoint one member to the Planning Advisory Committee for the Airport Master Plan study.

Director Kip Turner reviewed a PowerPoint presentation describing the Airport Master/System Plan study process. The study provides an opportunity to engage with and educate the general public on issues related to Ventura County airports. Four workshops will be scheduled as part of the process and the process will conclude with a local document that will be presented to the Ventura County Board of Supervisors for approval. Mr. Turner also explained that a Planning Advisory Committee (PAC) is being formed as part of the process. PAC members will be responsible for communicating with their respective organizations and reporting any comments/concerns regarding the development of the study from their organization back to the PAC.

**Adriana Van der Graaf moved to nominate Robert Trimborn to the Planning Advisory Committee. Robert Trimborn respectfully declined the nomination.**

**Robert Trimborn moved to nominate Steve Weiss to the Planning Advisory Committee and Adriana Van der Graaf seconded the motion. Steve Weiss abstained. All others voted in favor and the motion passed unanimously.**

**G. Subject: Review of Fiscal Year 2021-22 Proposed Budget**

**Recommendation:**

Staff requests that your Commission and Authorities review and comment on the Department of Airports proposed FY 2021-22 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

Director Kip Turner reviewed a PowerPoint presentation detailing the proposed budget. Mr. Turner described the department's response to the pandemic and fiscal year accomplishments. Accounting manager Jamal Ghazaleh provided an overview of the budget for Camarillo Airport and Oxnard Airport.

***Steve Weiss moved to approve staff's recommendation and Maggie Bird seconded the motion. All Commissioners voted in favor and the motion passed unanimously.***

**7. DIRECTOR'S REPORT**

Director Kip Turner thanked his staff for their efforts to prepare the meeting materials. Mr. Turner provided an update on the private hangar lease agreement. Based on the discussion that took place during the March meetings of the Aviation Advisory Commission and the Camarillo and Oxnard Airport Authorities, Mr. Turner asked that County Counsel meet with Leslie McAdam who is a representative that the Camarillo Oxnard Hangar Owners and Tenants Association put forth as one of their speakers at last month's meeting. Mr. Turner shared that progress is being made on the agreement.

**8. REPORTS**

Monthly Activity Report – February 2021

Monthly Noise Complaints – February 2021

Consultant Reports – February 2021  
Airport Tenant Project Status – March 2021  
Project Status – March 2021  
Meeting Calendar

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

**9. CORRESPONDENCE – None**

**10. COMMISSION COMMENTS**

Commissioner Robert Trimborn provided an update on the Wings Over Camarillo Air Show. A go/no-go decision is expected in May. The State of California and the County of Ventura's position regarding COVID restrictions will play a factor in the decision. Planning will continue as if the event is going forward.

Commissioner Bruce Hamous thanked Kip and his staff for their efforts in preparing the meeting materials. Commissioner Trimborn concurred with Commissioner Hamous' comment.

**11. ADJOURNMENT**

There being no further business, the April 5, 2021 meeting of the Aviation Advisory Commission was adjourned at 8:41 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