



**CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY**

**MINUTES**

**December 9, 2021**

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

CAA Chair, Kelly Long, called the meeting to order at 6:31 p.m. and requested that CAA member, Shawn Mulchay, lead the pledge of allegiance.

**2. ROLL CALL**

**CAA PRESENT**

Kelly Long  
Carmen Ramirez  
Shawn Mulchay  
Susan Santangelo  
Michael Hodson

**CAA ABSENT**

Bill Thomas (E)

**OAA PRESENT**

Kelly Long  
Carmen Ramirez  
Bert Perello (L)  
Vianey Lopez  
Eugene Fussell

**OAA ABSENT**

Walter Calhoun

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

**AIRPORT STAFF**

Keith Freitas, Director  
Dave Nafie, Deputy Director  
Erin Powers, Projects Administrator  
Ana Castro, Program Administrator

**COUNTY STAFF**

Tom Temple, Assistant County Counsel

**3. AGENDA REVIEW**

No changes to the agenda.

**4. APPROVAL OF MINUTES – November 1, 2021 (Regular Meeting)  
November 10, 2021 (Special Meeting)**

***Camarillo Airport Authority: Public Member Michael Hodson moved to approve both November meeting minutes and Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Councilmember Vianey Lopez moved to approve both November meeting minutes and Supervisor Carmen Ramirez seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Councilmember Bert Perello was absent for the vote.***

**5. PUBLIC COMMENT PERIOD**

Public comments heard.

**6. NEW BUSINESS**

**OXNARD AIRPORT AUTHORITY**

**A. Subject: Approval and Award of a Design Services Contract to Jviation, a Woolpert Company, in the Not-to-Exceed Amount of \$393,775, for the Repackage and Design of Select Elements for the Connector Taxiways A-E Reconstruction at Oxnard Airport; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract**

**Recommendation:**

Approve and award of a design services contract to Jviation, a Woolpert Company, in the not-to-exceed amount of \$393,775, for the repackage and design of select elements for the Connector Taxiways A-E Reconstruction at Oxnard Airport; Authorization for the Director of Airports, or Designee, to execute the subject contract (Exhibit 1).

Projects administrator Erin Powers provided staff's report. Ms. Powers explained the design services contract for reconstruction of taxiway connectors A-E. Airport staff is working to minimize closures of the runway and is designing the project so that any work requiring a runway closure will occur only during the evening hours. This would allow the runway to be open seven days a week. Ms. Powers stated that the project is eligible for 90% funding from the Federal Aviation Administration (FAA) and a potential CalTrans matching grant of those federal dollars. In response to a question posed by Authority member Mike Hodson, Ms. Powers explained elements and components of the project that supported the need to award a contract in the not-to-exceed amount of \$393,775. Director Keith Freitas explained that the original scope of this reconstruction project was

for the runway and adjoining taxiways, however, the FAA did not have money to fund the entire project. As such, airport staff had to break out the taxiway portion of the project which is now before the Airport Authority. In response to an inquiry posed by Authority member Bert Perello regarding closures and notifications to airport users, Ms. Powers shared that staff is working with the FAA to identify phasing for the project. Once phasing is completed airport staff can get the message out to airport users. It was also shared that the project should go out to bid in January with bids being received in the February timeframe. Airport staff would be looking to schedule the work for summer which would allow plenty of time to get messaging out to users.

***Oxnard Airport Authority: Councilmember Vianey Lopez moved to approve staff's recommendation and Supervisor Carmen Ramirez seconded the motion. Councilmember Bert Perello dissented. All other members voted in favor and the motion passed 4-1.***

**B. Subject: Approve Application for Appointment of Public Member or Alternate Public Member to the Oxnard Airport Authority**

**Recommendation:**

Approve the Application for Appointment of Public Member or Alternate Public Member to the Oxnard Airport Authority (Exhibit 1).

Director Keith Freitas provided staff's report. It was clarified that there are no term limits for the Public Member or Alternate Public Member positions and that the current incumbents are eligible to apply for their current positions. It was also clarified that the current bylaws do not have a residence requirement for either of these positions. Authority member Shawn Mulchay shared that although there is nothing stipulated in the bylaws, it is his understanding that the appointing members (two Board members and two Council members) have the discretion to give whatever weight they want in their discussion, deliberation, and selection. Authority member Bert Perello inquired as to whether applicants are required to have airport experience to which Director Freitas replied that airport experience is not a requirement. Authority member Kelly Long added that the expectation of airport experience would be at the discretion of the appointing members. Authority member Eugene Fussell offered that he believes the applicant should at least be a pilot.

***Oxnard Airport Authority: Supervisor Carmen Ramirez moved to approve staff's recommendation and Councilmember Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

**C. Subject: Adoption of Resolution #3 Authorizing Remote Teleconference Meetings of the Oxnard Airport Authority for a 30-Day Period**

**Recommendation:**

Adopt the attached Resolution #3 (Exhibit 1) authorizing remote teleconference meetings of the Oxnard Airport Authority for a 30-day period pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

***Oxnard Airport Authority: Supervisor Carmen Ramirez moved to approve staff's recommendation and Councilmember Bert Perello seconded the motion. Supervisor Kelly Long dissented. All other members voted in favor and the motion passed 4-1.***

**CAMARILLO AIRPORT AUTHORITY**

**D. Subject: Approve Application for Appointment of Public Member or Alternate Public Member to the Camarillo Airport Authority**

**Recommendation:**

Approve the Application for Appointment of Public Member or Alternate Public Member to the Camarillo Airport Authority (Exhibit 1).

Director Keith Freitas provided staff's report. It was clarified that term limits for the Public Member and Alternate Public Member positions have been exceeded which is why a new Public Member and a new Alternate Public Member must be selected.

***Camarillo Airport Authority: Vice Mayor Susan Santangelo moved to approve staff's recommendation and Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

**E. Subject: Adoption of Resolution #3 Authorizing Remote Teleconference Meetings of the Camarillo Airport Authority for a 30-Day Period**

**Recommendation:**

Adopt the attached Resolution #3 (Exhibit 1) authorizing remote teleconference meetings of the Camarillo Airport Authority for a 30-day period pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

***Camarillo Airport Authority: Vice Mayor Susan Santangelo moved to approve staff's recommendation and Mayor Shawn Mulchay seconded the motion. Supervisor Kelly Long dissented. All other members voted in favor and the motion passed 4-1.***

**7. DIRECTOR'S REPORT**

Director Keith Freitas shared that the Oxnard Airport Runway Reopening Ceremony took place on November 12, 2021 and he recognized staff for their efforts on the project. Regarding the Joint Powers Agreement, Director Freitas has engaged the City Manager and Mayor of Camarillo to work through some of the issues. Regarding the private hangar lease agreement, Director Freitas is working with the president of the Camarillo Oxnard Hangar Owners and Tenants Association on some new language. Mr. Freitas would like to have the lease agreement come before the Commission and Airport Authorities in the next 60 days.

Director Freitas also shared that the department is hosting a noise forum on December 16, 2021. Mr. Freitas added that attendees will include community members from the neighborhood councils, air traffic control staff, local elected officials, flight school operators, and airport staff. The purpose of the forum is to help airport staff identify what the issues are and identify solutions that can be implemented short-term and long-term.

***Report was received and filed.***

## **8. REPORTS**

**Report items listed below are presented to the Airport Authorities for information only, at this time. The report items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities may refer these items to the Department of Airports for investigation and report back on a future agenda.**

Consultant Reports – October 2021  
Airport Tenant Project Status – November 2021  
Project Status – November 2021

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

## **9. CORRESPONDENCE**

**Correspondence items listed below are presented to the Airport Authorities for information only, at this time. The correspondence items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities may refer these items to the Department of Airports for investigation and report back on a future agenda.**

Press Release dated November 12, 2021 re: Ventura County Department of Airports Celebrates Reopening of Runway

Memorandum dated November 17, 2021 from Madeline Herrle to Camarillo Airport Tenants re: Mobile Mechanics - Airplane Repairs

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

## **10. AUTHORITY COMMENTS**

Mayor Shawn Mulchay inquired about the defunct surveillance system at Camarillo and Oxnard airports. Deputy Director Dave Nafie shared that he has a quote from a vendor to install new systems at both airports however he needs to finalize the funding piece.

Public Member Mike Hodson inquired about a NOTAM that has been at the Camarillo Airport for several months regarding a runway closure. Mr. Nafie explained that during summer there was a nightly closure for an enhanced inspection of the pavement but it is now once a week, especially along the centerline, so staff can document the condition of the pavement.

Councilmember Bert Perello thanked airport staff for putting a stop sign into higher visibility at Freedom Park Drive and Pleasant Valley Road. The stop sign had been covered up by shrubbery and staff cleaned it up. Mr. Perello thanked the pilots and Mr. Hodson for their service on these boards. Mr. Perello wished everyone happy holidays.

Supervisor Kelly Long asked to clarify whether the public member for the Camarillo Airport Authority can apply for the alternate public member, and whether the alternate public member can apply for the public member. Director Freitas confirmed that this is the case.

Authority members wished everyone happy holidays.

## **11. ADJOURNMENT**

There being no further business, the December 9, 2021 Authority meeting was adjourned at 7:40 p.m.



KEITH FREITAS, A.A.E., C.A.E.  
Administrative Secretary