



**CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY**

**MINUTES**

**February 11, 2021**

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

CAA Chair, Kelly Long, called the meeting to order at 7:00 p.m. and requested that Public Member, Bill Thomas, lead the pledge of allegiance.

**2. ROLL CALL**

**CAA PRESENT**

Kelly Long  
Carmen Ramirez  
Shawn Mulchay  
Susan Santangelo  
Bill Thomas  
Michael Hodson (Alt)

**CAA ABSENT**

**OAA PRESENT**

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

**OAA ABSENT**

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

**AIRPORT STAFF**

Kip Turner, Director  
Erin Powers, Projects Administrator  
John Feldhans, Operations Supervisor  
Ana Castro, Management Assistant

**3. APPROVAL OF MINUTES – January 14, 2021**

***Camarillo Airport Authority: Public Member Bill Thomas moved to approve the January meeting minutes and Supervisor Carmen Ramirez seconded the motion. Councilmember Susan Santangelo abstained. All others voted and the motion passed unanimously.***

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve the January meeting minutes and Supervisor Carmen Ramirez seconded the motion. Councilmember Vianey Lopez abstained. All others voted and the motion passed unanimously 3-0. Councilmember Bert Perello was absent for the vote.***

**4. PUBLIC COMMENT PERIOD**

None.

**5. UNFINISHED BUSINESS – NONE**

**6. NEW BUSINESS**

**CAMARILLO & OXNARD AIRPORT AUTHORITY**

**A. Subject: Authorization for the Director of Airports or Designee to Award an Annual Consulting Services Contract for FY 2020-2021 to Jviation, a Woolpert Company, and to Issue Work Orders Against the Contract**

**Recommendations:**

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (“Board”):

1. Authorize the Director of Airports, or his designee, to award an annual consulting services contract for fiscal year 2020-2021 to Jviation, a Woolpert Company, using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (Exhibit 1); and
2. Authorize the Director of Airports, or his designee, to issue work orders against such contract for up to \$35,000 each project for planning of construction projects not yet approved by your Board, and for up to \$200,000 each work order for other services.

Director Kip Turner introduced the item and shared that every few years the department does a Request for Qualifications for engineering and planning services per guidance from the Federal Aviation Administration. Director Turner then introduced projects administrator Erin Powers. Ms. Powers stated that the item before the Commission is an annual services contract for the department to receive on-call services with Jviation for the remainder of FY 20-21. The department was due to complete a five-year consultant selection process as the last one was done in 2016. Ms. Powers detailed the five-step selection process which includes FAA approval, advertisements, submittal reviews, interviews, and consultant selection. The department received six Statements of Qualifications from

architectural and engineering consulting firms and three firms were invited to an interview. Jviation was unanimously selected by the interview committee. Ms. Powers introduced Travis Vallin who is a partner with Jviation. Mr. Vallin stated that he would serve as the project director and Matt Gilbreath would serve as the project manager. Mr. Vallin also stated that JD Ingram is a business partner of Jviation. Questions were posed by Authority members as to the selection process, interview process and qualifications of Jviation. Regarding the interview process, it was clarified that the interview panel was Director Kip Turner, Deputy Director Dave Nafie and Projects Administrator Erin Powers. It was also clarified that all individuals on the interview panel are Form 700 filers. A discussion took place about the Oxnard Airport runway reconstruction project and the fact that Mead & Hunt is transitioning project oversight to Jviation.

***Camarillo Airport Authority: Public Member Bill Thomas moved to approve staff's recommendations and Vice Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously.***

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve staff's recommendations and Councilmember Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously.***

## **7. DIRECTOR'S REPORT**

Director Kip Turner reminded the Airport Authorities that he anticipates bringing back the private hangar lease item in March. Director Turner shared that a virtual meeting with private hangar owners took place today to discuss the proposed lease. The proposed lease is slated to come before the Aviation Advisory Commission on March 1, 2021, the Camarillo and Oxnard Airport Authorities on March 11, 2021, and the Board of Supervisors on March 23, 2021. Mr. Turner provided an update on the Northeast Hangar Development project at Camarillo Airport. Phase 1 (construction of 41 County-owned hangars) of the project is nearing completion and Airport staff has a final walk-through tomorrow morning. Staff continues to work on hangar waitlist protocols that will roll out once the hangars are available to rent. Mr. Turner anticipates that the hangars can be filled beginning in the early part of March. Also, Mr. Turner apologized for missing last month's Authorities meeting due to emergency travel.

Regarding the master plan study for both Camarillo and Oxnard airports, Director Turner shared that the first public workshop is scheduled on May 13, 2021. Publication materials for the workshop are being prepared and will go out to the public. Regarding the Oxnard Airport runway reconstruction project, Mr. Turner stated it is right at 100% design with bids going out in March. A final public workshop will take place after the department receives a grant from the Federal Aviation Administration which could be in the May timeframe.

Construction is anticipated to begin in June assuming the grant comes through. If the grant were to be delayed then the construction start date could be pushed back.

Lastly, Mr. Turner shared that the department has invested in technology which includes a platform to conduct virtual meetings. Beginning in April, Airport staff will conduct the virtual meetings from the administrative offices at Camarillo Airport. He added that when in-person meetings are allowed the venue for the public meetings will be the Oxnard Airport terminal.

## **8. REPORTS**

Monthly Activity Report – December 2020  
Monthly Noise Complaints – December 2020  
Consultant Reports – December 2020  
Airport Tenant Project Status – January 2021  
Project Status – January 2021  
Meeting Calendar

***Staff responded to questions posed by Authority members. Reports were received and filed.***

## **9. CORRESPONDENCE**

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Reconstruction Project Tenant Workshop Update (final workshop is anticipated to be held in April/May 2021)

Letter dated January 8, 2021 from John Feldhans to Steve Roberts re: Special Activity Permit for Maintenance and Repair of Private Hangars on Oxnard Airport

Letter dated January 21, 2021 from Madeline Herrle to Ron Rasak, RKR Incorporated re: Camarillo Airport Lease Agreement

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

## **10. AUTHORITY COMMENTS**

Earlier in the meeting Councilmember Bert Perello requested that Airport staff forward a noise complaint letter he received from Steve Tannenhill to all members of the Oxnard Airport Authority. Mr. Perello will send the letter to Director Turner who will facilitate sending the letter to Authority members. There was also a request that the letter be included in the correspondence section of the March meeting packet.

Earlier in the meeting Supervisor Kelly Long requested that Airport staff agendaize an item to discuss the start time of the Airport Authorities meeting for March.

Alternate Public Member Mike Hodson stated that moving the private hangar lease item forward might be more effective at an in-person meeting. Mr. Hodson encourages Airport staff to consider this as the lease process continues.

Councilmember Bert Perello inquired as to whether the Public Member of the Oxnard Airport Authority must reside in Oxnard. Airport staff responded that there is no residency requirement for the Public Member to reside in the City of Oxnard per the bylaws of the Oxnard Airport Authority.

Public Member Bill Thomas stated that it is unknown whether the Camarillo Air Show will go forward in August. He anticipates that a firm decision will be made in the first part of May.

Supervisor Kelly Long shared that she attended the private hangar lease virtual meeting this morning. Supervisor Long also shared that a lot of work has been done on the lease over the last several years. She encouraged Authority members to connect with Director Turner if they wanted an update or more information on this item.

Councilmember Bert Perello sends condolences to Supervisor Carmen Ramirez for the loss of her brother.

## **11. ADJOURNMENT**

There being no further business, the February 11, 2021 Authority meeting was adjourned at 8:16 p.m.

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

KIP TURNER, C.M.  
Administrative Secretary