



AVIATION ADVISORY COMMISSION

MINUTES

February 11, 2021

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, Robert Trimborn, called the meeting to order at 5:08 p.m. and led the pledge of allegiance.

2. ROLL CALL

PRESENT

Robert Trimborn
Maggie Bird
Adriana Van der Graaf
Nanette Metz
Steve Weiss

Excused (E)
Late (L)

ABSENT

James Flickinger
Gary Jacobs (E)
Bobby Williams (E)
Bruce Hamous (E)

AIRPORT STAFF

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

3. APPROVAL OF MINUTES – January 11, 2021

Steve Weiss moved to approve the January minutes and Adriana Van der Graaf 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.

None.

5. **UNFINISHED BUSINESS – None**

6. **NEW BUSINESS**

- 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**

Recommendation:

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 Proposal 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 consulting firms and three firms were invited to an interview. Aviation was unanimously selected by the interview committee. Ms. Powers introduced Travis Vallin who is a partner with Aviation. 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 who heads the California practice. Mr. Vallin and Mr. Ingram responded to general questions posed by Commissioners.

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

7. DIRECTOR'S REPORT

Director Kip Turner reminded the Commission that he anticipates bringing back the private hangar lease item in March. The item would 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. Director Turner shared that a virtual meeting with private hangar owners took place today to discuss the proposed lease. 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.

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 a planning advisory committee is being put together. Regarding the Oxnard Airport runway reconstruction project, Mr. Turner stated it is right at 100% design. 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

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. COMMISSION COMMENTS

None.

11. ADJOURNMENT

There being no further business, the February 11, 2021 meeting of the Aviation Advisory Commission was adjourned at 5:38 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