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## AVIATION ADVISORY COMMISSION

### MINUTES

February 3, 2020

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

Chair, Steve Weiss, called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

#### 2. ROLL CALL

##### PRESENT

Steve Weiss  
Gary Jacobs  
Maggie Bird  
Nanette Metz  
Robert Trimborn  
James Flickinger  
Bruce Hamous  
Bobby Williams  
Julie Mino

*Excused (E)*

*Late (L)*

##### AIRPORT STAFF

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

##### ABSENT

Adriana Van der Graaf

#### 3. APPROVAL OF MINUTES – January 6, 2020

***Gary Jacobs moved to approve the January minutes and Robert Trimborn seconded the motion. All others 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: Receive and File Financial Reports for the Period Ending December 31, 2019.**

**Recommendation:**

Staff requests that your Commission/Authorities receive and file the unaudited financial reports for the period ending December 31, 2019.

Director Kip Turner went over a PowerPoint presentation and provided a summary of the Department of Airports' financial performance.

***Gary Jacobs moved to approve staff's recommendation and Maggie Bird seconded the motion. All others voted in favor and the motion passed unanimously.***

- B. **Subject: Receive and File an Update on the Northeast Hangar Development Project, Phase 1 at Camarillo Airport.**

**Recommendation:**

Staff requests that your Commission/Authority receive and file an update on the Northeast Hangar Development's Phase 1 project at Camarillo Airport.

Projects Administrator Erin Powers went over a PowerPoint presentation and provided an updated on the Northeast Hangar Development project. Director Turner and Ms. Powers responded to questions posed by Commission members pertaining to project details, specifications, costs and anticipated revenue.

***Robert Trimborn moved to approve staff's recommendation and Maggie Bird seconded the motion. All others voted in favor and the motion passed unanimously.***

**C. Subject: Recommendation that the Board of Supervisors Approve, and Authorize the Director of Airports or His Designee to Sign, Amendment Number 1 to the Consulting Services Contract for the Camarillo Airport Northeast Hangar Development with Mead and Hunt, Inc., Raising the Total Amount of the Contract by \$143,051 to \$1,455,601.**

**Recommendation:**

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

Approve, and Authorize the Director of Airports or His Designee to Sign, Amendment Number 1 to the Consulting Services Contract for the Camarillo Airport Northeast Hangar Development with Mead and Hunt, Inc., raising the total amount of the contract by \$143,051 to \$1,455,601 (Attachment 1).

Projects Administrator Erin Powers explained that the increased contract amount will go towards covering various redesign costs that were required by the permitting agencies, as well as costs for additional biological surveys and additional inspections required to expand the infiltration detention system. Ms. Powers shared that while many of these costs would normally be eligible for federal funding, the Department of Airports does not anticipate that the federal government would increase the grant amount to cover the fees at this point in the project.

***Robert Trimborn moved to approve staff's recommendation and Maggie Bird seconded the motion. All others voted in favor and the motion passed unanimously.***

**7. DIRECTOR'S REPORT**

Director Kip Turner shared that there was an aircraft incident (wheels up landing) on January 20<sup>th</sup> at Oxnard Airport however there were no injuries. Director Turner shared that the agenda for the Commission meeting in March would include the following items: 1) Grant Acceptance for CMA Master Plan Study; 2) CMA Master Plan Agreement; 3) Cloud Nine Mitigated Negative Declaration (MND); and, 4) New Hangar Lease. Mr. Turner also shared that the Commission bylaws may need to be placed on the April meeting agenda however he will discuss this further with the chair of the Commission.

Mr. Turner provided a projects update. Regarding the Taxiway H project at Camarillo Airport, the grants have been executed and a contract was awarded to Maxwell Asphalt. It is anticipated that a Notice to Proceed will go out very soon and there will be a pre-construction meeting in March. Regarding the private RKR project (also known as CloudNine) at Camarillo Airport, as previously mentioned the MND will come before the Commission in March. Regarding the Airport Layout Plan for Oxnard Airport, a final report was submitted to the Federal Aviation Administration (FAA) on January 31<sup>st</sup>. Regarding the runway project at Oxnard Airport, it is anticipated that a Notice to Proceed for design will come before the Commission in the April/May timeframe, with construction for this project taking place in June, 2021. Regarding the discrepancies noted in the Part 139 inspection that occurred at Oxnard Airport, the runway markings were completed in December and the taxiway sign panels have been replaced. The remaining item to be addressed is to refresh the taxiway striping and the Department of Airports will be going out to bid for that project soon. Regarding the master plans/system plans for both Camarillo and Oxnard airports, it is anticipated the FAA will contribute \$600,000 towards this effort. As previously mentioned, this item will come before the Commission in March.

Mr. Turner introduced Sean Herder who is the new operations supervisor at Oxnard Airport. He shared that the recruitment for the vacant deputy director position is still open but names of potential candidates have been referred for consideration. He also mentioned that there are a few other open positions to be filled but the hope is to be fully staffed by the end of first quarter. Lastly, Mr. Turner requested that John Feldhans, operations supervisor at Camarillo Airport, provide an update on the camera systems at both Camarillo Airport and Oxnard Airport.

## **8. REPORTS**

- Monthly Activity Report – December 2019
- Monthly Noise Complaints – December 2019
- Consultant Reports – December 2019
- Airport Tenant Project Status – January 2020
- Project Status – January 2020
- Rotation Schedule
- Meeting Calendar

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

## **9. CORRESPONDENCE**

Letter dated December 31, 2019 from Kip Turner to Darren Kettle, Ventura County Transportation Commission re: December 6, 2019, Letter from City of Camarillo Regarding CloudNine Project

Letter dated January 2, 2020 from Madeline Herrle to Greg Epstein, Enhanced Landscape Management re: Lease for Yard Space – Eubanks Road and Aviation Way Lot

Letter dated January 6, 2020 from Madeline Herrle to Sheila Sannadan, Adams Broadwell Joseph & Cardozo re: December 13, 2019 Letter Public Records Request

Letter dated January 16, 2020 from Madeline Herrle to Sheila Sannadan, Adams Broadwell Joseph & Cardozo re: December 13, 2019 Letter Public Records Request

Letter dated January 16, 2020 from Madeline Herrle to Janna Sheehan, AC Trance, LLC re: Suite 109/110 New Lease

Letter dated January 17, 2020 from Madeline Herrle to Greg Epstein, Enhanced Landscape Management re: Month to Month Storage Yard Lease

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

#### **10. MISCELLANEOUS**

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

#### **11. COMMISSION COMMENTS**

None.

#### **12. ADJOURNMENT**

There being no further business, the February 3, 2020 meeting of the Aviation Advisory Commission was adjourned at 7:46 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