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## AVIATION ADVISORY COMMISSION

### MINUTES

July 1, 2019

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

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

#### 2. ROLL CALL

##### PRESENT

Gary Jacobs  
Maggie Bird  
Robert Trimborn  
Bruce Hamous  
Bobby Williams  
Harvey Paskowitz

*Excused (E)*

*Late (L)*

##### AIRPORT STAFF

Kip Turner, Director  
Jorge Rubio, Deputy Director  
Erin Powers, Projects Administrator  
Jamal Ghazaleh, Accounting Manager  
Ana Castro, Management Assistant

##### ABSENT

Steve Weiss (E)  
Nanette Metz (E)  
Adriana Van der Graaf (E)  
James Flickinger

#### 3. APPROVAL OF MINUTES – June 3, 2019

***Maggie Bird moved to approve the June minutes and Robert Trimborn seconded the motion. Gary Jacobs abstained. 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.*

Pat Thomas, a former Commissioner from 1993 to 2010, shared concerns about a discussion that took place at last month's Authority meeting. Specifically, she commented that the people in the audience did not seem to understand the purpose of the Commission.

Mark Sullivan shared concerns about the department's budget outlined in the financial statements that were included in the meeting packet.

#### **5. UNFINISHED BUSINESS**

None.

#### **6. NEW BUSINESS**

- A. Subject: Authorize the Director of Airports, or His Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0339-037-2019, When Offered, in an Estimated Amount of \$407,409, Which Will Provide Funds for Camarillo Airport Improvements; Authorize the Director of Airports, or His Designee, to Apply for, Accept, and Sign for a Matching Grant from Caltrans, if Offered; and Authorize County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements.**

#### **Recommendations:**

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

1. Authorize the Director of Airports, or his designee, to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0339-037-2019, when offered, in an estimated amount of \$407,409, which will provide funds for Camarillo Airport improvements;
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.

Projects Administrator Erin Powers provided staff's report on this item. Ms. Powers shared that the project will take 30 working days however 20 of those days will be used for mobilization. She also shared that the work will be completed in phases with intermittent taxiway connector closures however the runway will be open at all times. A brief discussion took place about the justification for the Taxiway H pavement rehabilitation project. It was clarified that the department has a current pavement management plan and the department is performing routine maintenance recommended by the Federal Aviation Administration.

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

**B. Subject: Approve the Plans and Specifications for the Camarillo Airport Taxiway H Pavement Rehabilitation, Including any Addenda; Waive Any Minor Irregularities in the Bid; Award a Contract in the Estimated Amount of \$273,576, on the Basis of the Lowest Responsive Bid, Conditioned Upon Receipt of a Federal Aviation Administration Grant Sufficient to Fund the Project; and Authorize the Director of Airports, or His Designee, to Execute the Subject Contract, if Awarded.  
(Attachment 1 on file with the Department of Airports and available upon request)**

**Recommendations:**

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

1. Approve the plans and specifications (Attachment 1) for the Camarillo Airport Taxiway H Pavement Rehabilitation, including any addenda (Attachment 2);
2. Waive any minor irregularities in the bids;
3. Award a contract to in the estimated amount of \$273,576, on the basis of the lowest responsive bid, conditioned upon receipt of a Federal Aviation Administration Grant (FAA) sufficient to fund the project; and

4. Authorize the Director of Airports, or his designee, to execute the subject Contract if awarded (Attachment 3).

Projects Administrator Erin Powers provided staff's report on this item. Ms. Powers shared that the department received two bids. The department is working with the Federal Aviation Administration to have them approve the bid recommendation for the low bidder, Maxwell Asphalt, Inc., that came in at approximately \$213,000 which is 22% below the engineer's estimate. The department will update the contract amount as this item moves through the approval process for the Camarillo Airport Authority and Board of Supervisors.

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

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

Director Kip Turner shared that AOPA is hosting a Rusty Pilots seminar at Oxnard Airport on August 10, 2019. Mr. Turner also shared that his office at Oxnard Airport is almost ready. He plans to work at the Oxnard office a couple of days per week beginning in the next one to two weeks. He reminded everyone that the Wings Over Camarillo Air Show is scheduled on August 17-18, 2019. He shared that department staff created an emergency response plan for Camarillo Airport. He also shared that staff is in the process of populating the department's website with project updates and meeting materials including videos of the Airport Authority meetings. He stated that he is exploring the possibility of updating the master plans for both Camarillo and Oxnard airports. Oxnard Airport's master plan was done in approximately 2004 and Camarillo Airport's master plan is eight or nine years old. He provided a personnel update regarding department staff: Engineering technician Tom Rooney is retiring in the middle of July, office assistant Lance Laffoon started today, and the department is working to fill three vacancies in the maintenance department. Lastly, Mr. Turner thanked Harvey Paskowitz for his many years of service on the Aviation Advisory Commission.

## **8. REPORTS**

- Monthly Activity Report – May 2019
- Monthly Noise Complaints – May 2019
- Consultant Reports – May, 2019
- Airport Tenant Project Status – June 2019
- Project Status – June 2019
- Financial Statements Period Ended – March 31, 2019
- Financial Statements Third Quarter – FY 2019/2020
- Rotation Schedule
- Meeting Calendar

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

## **9. CORRESPONDENCE**

Letter dated May 29, 2019 from Kip Turner to Rick Fleck, Camarillo Aircraft Service re: Camarillo Aircraft Services Lease Expiration

Letter dated June 11, 2019 from Erin Powers to Ninyo and Moore re: Notice to Proceed, AEA No. 19-09, Consulting Services Contract to Prepare a State Water Board Required PFAS Investigative Work Plan at Oxnard Airport

Letter dated June 13, 2019 from Jorge Rubio to Charles McLaughlin, Carolyn Richardson, Aspen Helicopters, Inc. re: Midfield Hangar Door Replacement

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

## **10. MISCELLANEOUS**

None.

## **11. COMMISSION COMMENTS**

Commissioner Bobby Williams shared that tenants have complained about people driving their cars over the tie-down chains near the tower and transient at Camarillo Airport. As a result the chains are bent and unusable so Mr. Williams suggested that the department fix the chains. Mr. Williams also suggested that the department add something to the driver's training test that tenants have to take every year about not driving over the chains. He also commented that he noticed the Commission agenda differs from the Airport Authority agenda. Director Kip Turner shared that for the most part the agendas are the same however on occasion the Commission or Airport Authority might request additional information that the other body did not request which may alter what the agendas look like. Commissioner Williams commented that he believes more aviation outreach should be done for the public who visit the airport. He provided an example of inviting those that are visiting the Waypoint Café to go on the airfield and sit in a plane.

Commissioner Gary Jacobs shared his concerns about Camarillo Aircraft Service having to move from its hangar. Director Turner responded that Camarillo Aircraft Service has relocated to another hangar at the airport. Mr. Jacobs also suggested that the location of the Commission meetings be moved to the Department of Airports. It was determined that the Commission would have a couple of meetings at the Department of Airports to see how it goes before a permanent decision is made.

Commissioner Robert Trimborn shared that the bylaws subcommittee has completed the first draft of the document. Mr. Trimborn expressed his desire to have County Counsel review the document before it is presented to the Commission. Director Turner responded that Mr. Trimborn could send the document to him and Mr. Turner could arrange for a review of the document by County Counsel.

## **12. ADJOURNMENT**

There being no further business, the July 1, 2019 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 written in a cursive, flowing style with a long horizontal tail stroke.

KIP TURNER, C.M.  
Administrative Secretary