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CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

July 11, 2019

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Bill Thomas, called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

John Zaragoza
Shawn Mulchay
Susan Santangelo
Bill Thomas
Michael Hodson (*Alt*)

CAA ABSENT

Kelly Long (E)

OAA PRESENT

John Zaragoza
Tim Flynn
Bert Perello
Walter Calhoun
Eugene Fussell (*Alt*)

OAA ABSENT

Kelly Long (E)

Excused (E)

Late (L)

Alternate (Alt)

AIRPORT STAFF

Kip Turner
Jorge Rubio
Jamal Ghazaleh
Madeline Herrle
John Feldhans
Ana Castro

3. APPROVAL OF MINUTES – June 13, 2019

Camarillo Airport Authority: Councilmember Shawn Mulchay moved to approve the June meeting minutes and Councilmember Susan Santangelo seconded the motion. All others voted and the motion passed unanimously.

Oxnard Airport Authority: Councilmember Bert Perello moved to approve the June meeting minutes and Public Member Walter Calhoun seconded the motion. All others voted and the motion passed unanimously.

4. **PUBLIC COMMENT** - Citizens wishing to speak to the Authorities 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. NEW BUSINESS

CAMARILLO AIRPORT AUTHORITY

- 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.

Director Kip Turner provided staff's report on this item and responded to general questions posed by Authority members.

Maggie Bird, a member of the Aviation Advisory Commission, reported that the Commission previously heard this item and unanimously recommended its approval.

Camarillo Airport Authority: Councilmember Shawn Mulchay moved to approve staff's recommendations and Supervisor John Zaragoza 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; Waive Any Minor Irregularities in the Bid; Award a Contract to Maxwell Asphalt, Inc. in the Amount of \$213,351, 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 Authority recommend that the Board of Supervisors:

1. Approve the plans and specifications (Attachment 1) for the Camarillo Airport Taxiway H Pavement Rehabilitation;
2. Waive any minor irregularities in the bids;
3. Award a contract to Maxwell Asphalt, Inc., in the amount of \$213,351, 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 2).

Director Kip Turner provided staff's report on this item and shared that the lowest responsive bid received by Maxwell Asphalt, Inc. came in 22% under the engineer's estimate. Mr. Turner also reviewed the estimated timeline for the project and stated that the airport will remain fully open at all times during the course of the project. It was pointed out that Maxwell Asphalt, Inc. is based out of Utah and comments were made by Authority members that the department should try to use local labor when able. Director Turner acknowledged the comments and shared that there were no local bidders on this project.

Maggie Bird, a member of the Aviation Advisory Commission, reported that the Commission previously heard this item and unanimously recommended its approval.

Camarillo Airport Authority: Councilmember Shawn Mulchay moved to approve staff's recommendations and Councilmember Susan Santangelo seconded the motion. All others voted in favor and the motion passed unanimously.

6. UNFINISHED BUSINESS

CAMARILLO & OXNARD AIRPORT AUTHORITY

A. Subject: Review and Consider Approval of the Updated Draft Bylaws of the Camarillo Airport Authority and Oxnard Airport Authority

Recommendation:

Staff requests that your Authorities review and consider approval of the updated draft Bylaws of the Camarillo Airport Authority and Oxnard Airport Authority.

Chair of the Camarillo Airport Authority, Bill Thomas, stated that he received a request from Supervisor Kelly Long to defer action on this item until the September regular meeting.

Chair of the Oxnard Airport Authority, John Zaragoza, stated that members of the Authority would like to move forward on this item.

A discussion took place about the word "expressly" which is used in both sets of bylaws in Article III. Duties and Responsibilities. There was also a discussion about language proposed in the Bylaws of the Camarillo Airport Authority regarding the relationship between the Airport Authority and the Aviation Advisory Commission. Members of the Oxnard Airport Authority had no objection to leaving the word "expressly" in their bylaws and they did not feel adding language regarding the relationship between the Airport Authority and the Aviation Advisory Commission was necessary in their bylaws.

Camarillo Airport Authority: Councilmember Shawn Mulchay moved to defer action on this item until the September regular meeting and Councilmember Susan Santangelo seconded the motion. All others voted in favor and the motion passed unanimously.

Oxnard Airport Authority: Councilmember Bert Perello moved to approve the Bylaws of the Oxnard Airport Authority as proposed and Public Member Walter Calhoun 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 now open and it is located at the base of the tower. 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 the department has updated the website to include a page dedicated to projects. In addition, meeting materials including videos of the Airport Authority meetings are now available on the website. He stated that the master plans for both Camarillo and Oxnard airports are outdated therefore he is exploring the possibility of updating both of them. He provided a personnel update regarding department staff: Engineering technician Tom Rooney is retiring in the middle of July, office assistant Lance Laffoon started on July 1st, and the department is working to fill three regular vacancies and one temporary vacancy in the maintenance department. Mr. Turner shared that he will be meeting with representatives from the hangar owners' association on August 14th to resume discussions on the hangar leases. He stated that at the request of Authority members, department staff researched Ordinance 3480 and he went on to share staff's findings. In regards to the hangar waitlist for Camarillo Airport that is maintained by the department, Mr. Turner shared that efforts have been made to vet the existing list comprised of 140 people and the results are that 93 would like to stay on the list, 11 would like to be removed from the list, and 36 did not respond. The people that requested removal from the list will be issued refunds and those that did not respond will be removed from the list and issued refunds. Lastly, Mr. Turner shared that once phase 1 of the Northeast Hangar Development has been completed, the department will be able to offer 41 new County hangars and he believes there is more than enough interest by those that elected to stay on the waitlist to fill the hangars.

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 2018/2019
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 HANDOUTS

None.

11. AUTHORITY COMMENTS

Supervisor John Zaragoza stated that he would like to commend Tom Rooney for his many years of service with the County of Ventura and the Department of Airports. Public Member Walter Calhoun supported Supervisor Zaragoza's comments and shared kind words about Mr. Rooney. Director Kip Turner stated that he would invite Mr. Rooney to the next meeting to be recognized.

12. ADJOURNMENT

There being no further business, the July 11, 2019 Authority meeting was adjourned at 7:54 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