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## AVIATION ADVISORY COMMISSION

### MINUTES

July 6, 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  
Robert Trimborn  
Maggie Bird  
Nanette Metz  
Adriana Van der Graaf  
Bruce Hamous  
Bobby Williams

*Excused (E)*

*Late (L)*

##### AIRPORT STAFF

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

##### ABSENT

Gary Jacobs (E)  
James Flickinger  
Julie Mino

#### 3. APPROVAL OF MINUTES – March 2, 2020

***Adriana Van der Graaf moved to approve the March minutes and Robert Trimborn seconded the motion. Steve Weiss, Maggie Bird and Bobby Williams 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.*

Mark Sullivan commented about statements made by airport director Kip Turner and assistant county counsel Tom Temple at a Board of Supervisors meeting that took place on June 16, 2020. Mr. Turner and Mr. Temple stated that heavy aircraft similar to Boeing 737's operate out of Camarillo Airport. Mr. Sullivan commented that to his knowledge there have only been on or two extraordinary times when heavy aircraft such as a 737 came in and they were always federal aircraft. Mr. Sullivan commented that the Commission should ask Mr. Turner and Mr. Temple what the basis is for their statements made at the meeting of June 16, 2020 regarding heavy aircraft operating out of Camarillo Airport.

**5. UNFINISHED BUSINESS**

None.

**6. NEW BUSINESS**

- A. Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2020-2021 and to Issue Work Orders Against These Contracts**

**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 annual consulting-services contracts for fiscal year 2020-2021 to the consultants listed in the Annual Consultant Services Contracts Summary (Exhibit 1) using a contract form negotiated in compliance

with the County of Ventura Public Works Agency Project Processing Procedures Manual (an exemplar contract form is attached as Exhibit 2); and

2. Authorize the Director of Airports, or his designee, to issue work orders against such contracts for up to \$35,000 each project for planning of construction projects not yet approved by the Board, and for up to \$200,000 each work order for other services.

Director Kip Turner stated that projects administrator Erin Powers will provide staff's report. Mr. Powers stated that this is an annual item which authorizes the department to enter into general on-call service contracts to support projects at Camarillo and Oxnard airports. Ms. Powers provided examples of the types of services allowed under the contracts and explained that although contracts will be in place, no work is guaranteed to consultants and the airport is not obligated to issue work orders against the contracts. A work order is only issued when actual services are provided.

***Maggie Bird moved to approve staff's recommendations and Adriana Van der Graaf seconded the motion. Steve Weiss abstained. All others voted in favor and the motion passed unanimously.***

**B. Subject: Authorization for the Director of Airports to Execute Federal Aviation Administration Reimbursable Agreement AJW-FN-WSA-09-0843 in the Estimated Amount of \$300,000 for Oxnard Airport Improvements; and Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney**

**Recommendations:**

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

1. Authorize the Director of Airports to execute the Federal Aviation Administration ("FAA") Non-Federal Reimbursable Agreement AJW-FN-WSA-09-0843 ("FAA Agreement") in the estimated amount of \$300,000; and
2. Authorize County Counsel to execute the Certificate of Sponsor's Attorney, if required.

Director Kip Turner stated that projects administrator Erin Powers will provide staff's report. Ms. Powers stated that this item is related to the final design services contract for the runway and taxiway reconstruction project at Oxnard Airport that was approved by the Board of Supervisors on June 16, 2020. The reconstruction project involves modifications to the FAA's Airport Landing System. Ms. Powers explained that the FAA requires execution of a reimbursable agreement whenever modification or replacement of FAA

facilities is required as part of a project. The airport will front the money needed to complete the project and seek reimbursement from the FAA under a future construction grant.

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

**C. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Execute, the Option Agreement for Real Estate Lease with Aspen Helicopters, Inc. for Approximately 1.3 Acres at the Oxnard Airport**

**Recommendation:**

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

Approve, and authorize the Director of Airports or his designee, to execute the Option Agreement for Real Estate Lease (Exhibit 1) with Aspen Helicopters, Inc. (Aspen) for approximately 1.3 acres at the Oxnard Airport for potential development of a commercial hangar facility and associated vehicle and aircraft parking and taxiways.

Director Kip Turner stated that lease manager Madeline Herrle will provide staff's report. Ms. Herrle stated that Aspen Helicopters is looking to expand their current facility at Oxnard Airport. The expansion area is depicted in the exhibit of the option agreement provided in the meeting packet. The option agreement allows Aspen Helicopters up to two years to conduct environmental testing and any other investigations before they sign a lease. During the option period, Aspen Helicopters will pay approximately \$4,184 per month. It was clarified that during the option period Aspen Helicopters will not use the land however they can access the land to conduct necessary testing.

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

**7. DIRECTOR'S REPORT**

Director Kip Turner provided a COVID-19 update. Mr. Turner shared that County airports were considered essential therefore both airports remained open for business. However, the administration offices were closed to the public as per state and local orders. Staff was able to offer the same services while the offices were closed. The department operated with essential personnel only and reassigned other personnel to County agencies as needed. Certain employees were authorized to telework. A hiring freeze was implemented

for all open positions. The April and May meetings of the Commission and Authorities were canceled due to state and local orders. Director Turner authorized additional land for the Ventura County Office of Emergency Services to use at the beginning of the crisis for some elements related to the County response. He also authorized temporary storage space for the Ventura County Sheriff's Department to store emergency supplies. The department transferred almost 1,500 N95 masks to the Office of Emergency Services. Commercial operators at both airports were asked to report their essential operations. Mr. Turner began daily tracking of operations and industry trends to try and determine what the impacts would be for the department. The Board of Supervisors approved a rent relief package for tenants. Specifically, tenants suffering substantial financial hardship due to COVID-19 can defer rent payments for April and May, 2020, they have up to 12 months to repay the deferred rent and no late fees will be applied. Fuel flowage was down in late March, April and May however the department believes fuel flowage will begin to trend in a positive direction. The FAA reduced tower hours at Camarillo Airport on a temporary basis. Operations are rebounding and there is an upward trend from April and May, 2020 as reflected in the monthly activity reports. The department is operating at a baseline budget and the budget will be reevaluated after the first quarter of fiscal year 20-21. Airport projects have been reviewed to evaluate which projects can move forward and which ones have to be placed on hold. Currently, administration offices are open to the public with safety protocols implemented, and most airport staff has returned to their normal work assignments.

Mr. Turner shared that the vertical construction is now going up regarding the Northeast Hangar Development project at Camarillo Airport (CMA). Also, the Taxiway H improvements were completed at CMA. The final design contract for the runway and taxiway reconstruction project at Oxnard Airport was approved by the Board of Supervisors on June 16, 2020. Regarding the reconstruction project, work is anticipated to begin in summer of next year. He also shared that the Part 139 discrepancies from the inspection of Oxnard Airport in 2019 have been addressed. The department still plans to move forward with the master plans for both Camarillo and Oxnard airports and the FAA indicated that the grant is on the way. Also, the Silverstrand Grid lease was approved by the Board of Supervisors on April 21, 2020. Mr. Turner welcomed Deputy Director Dave Nafie. His first day with the department was March 16, 2020. Mr. Turner shared that the August meetings of the Commission and Authorities will be canceled.

**8. REPORTS**

- Monthly Activity Report – February, March, April, May 2020
- Monthly Noise Complaints – February, March, April, May 2020
- Consultant Reports – February, March, April, May 2020
- Airport Tenant Project Status – May, June 2020
- Project Status – May, June 2020

Financial Statements Period Ended – March 31, 2020  
Financial Statements Third Quarter – FY 2019/2020  
Rotation Schedule  
Meeting Calendar

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

## **9. CORRESPONDENCE**

Letter dated March 2, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Letter dated March 10, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Letter dated March 10, 2020 from Madeline Herrle to Jackie Rose, Ventura County Animal Services re: Lease/MOU Renewal – Camarillo Airport Business Park

Letter dated March 17, 2020 from Madeline Herrle to Gregory Peacock, Tactical Communications re: Lease Renewal Proposal

Letter dated March 20, 2020 from Madeline Herrle to Scott Barer re: Public Records Request dated March 17, 2020

Letter dated March 24, 2020 from Kip Turner and Byron Hamilton to Assemblymember Jacqui Irwin re: N95 Masks

Letter dated March 30, 2020 from Madeline Herrle to Scott Barer re: Public Records Request dated March 17, 2020

Letter dated April 2, 2020 from Kip Turner to Ventura County Airport Commission, Airport Authorities, & Tenants re: Update on Coronavirus Impact and Actions at Department of Airports

Notice dated April 7, 2020 from Camarillo Airport Operations Supervisor to Camarillo Airport Tenants re: Taxiways Closed April 20 through April 24

Letter dated April 9, 2020 from Madeline Herrle to John Battle, Lee & Associates re: Rancho Victoria Development Oxnard, California

Memorandum dated April 10, 2020 from Madeline Herrle to Airport Hangar Tenants re: Hangar Improvement Work

Letter dated May 13, 2020 from Kip Turner to Rhonda Rance, U.S. General Services Administration re: Written Notice of Incompatibility

Letter dated May 13, 2020 from Kip Turner to Rick Etter, Federal Aviation Administration re: Notice of Interest

Letter dated May 19, 2020 from Kip Turner to David Haase, U.S. General Services Administration re: Notice of Interest for Negotiated Sale

Letter dated June 23, 2020 from Ana Castro to Mark Sullivan re: Public Records Request dated June 16, 2020

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

## **10. MISCELLANEOUS**

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

## **11. COMMISSION COMMENTS**

Commissioner Robert Trimborn shared that the 40<sup>th</sup> Annual Wings Over Camarillo Air Show was rescheduled from August 15-16, 2020 to August 21-22, 2021 due to concerns related to COVID-19. Commissioner Trimborn inquired about the status of the Commission bylaws. Director Turner shared that there is still work to be done and he anticipates bringing this item back before the Commission at the September meeting.

## **12. ADJOURNMENT**

There being no further business, the July 6, 2020 meeting of the Aviation Advisory Commission was adjourned at 7:45 p.m.

A handwritten signature in black ink that reads "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