



**CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY**

**MINUTES**

**July 8, 2021**

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

CAA Chair, Kelly Long, called the meeting to order at 6:30 p.m. and requested that CAA Vice-Chair, Bill Thomas, lead the pledge of allegiance.

**2. ROLL CALL**

**CAA PRESENT**

Kelly Long  
Carmen Ramirez  
Shawn Mulchay  
Susan Santangelo  
Bill Thomas  
Michael Hodson (Alt)

**CAA ABSENT**

**OAA PRESENT**

Kelly Long  
Carmen Ramirez  
Bert Perello  
Vianey Lopez  
Walter Calhoun  
Eugene Fussell (Alt)

**OAA ABSENT**

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

**AIRPORT STAFF**

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

### 3. APPROVAL OF MINUTES – June 10, 2021

***Camarillo Airport Authority: Vice-Chair Bill Thomas moved to approve the June meeting minutes and Councilmember Susan Santangelo seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve the June meeting minutes and Chair Walter Calhoun seconded the motion. Councilmember Bert Perello abstained. All other Authority members voted in favor and the motion passed unanimously 4-0.***

### 4. PUBLIC COMMENT PERIOD

Public comments heard.

***CAA Chair, Kelly Long, requested that the Director's Report (Agenda Item #6) be heard after the Public Comment Period (Agenda Item #4). Following the Director's Report (Agenda Item #6), agenda items were heard in the following order: Agenda Item #5.A., Agenda Item #5.C., Agenda Item #5.B.***

### 5. NEW BUSINESS

#### **OXNARD AIRPORT AUTHORITY**

**A. Subject: Approval of Plans and Specifications for the Runway 7-25, Taxiway Connectors and Parallel Taxiway Pavement Reconstruction at Oxnard Airport, Including Addenda Nos. 1-3; Waiver of Any Minor Irregularities in the Bid; Award a Contract for the Base Bid Schedule A and Base Bid Transition Schedule B to Sully-Miller Company, in the Amount of \$12,274,001, on the Basis of the Lowest Responsive Bid, Conditioned Upon Receipt of a Federal Aviation Administration Grant Sufficient to Fund the Project; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract, if Awarded  
(Exhibit 1 available for review on the Department of Airports website [www.ventura.org/airports](http://www.ventura.org/airports))**

#### **Recommendations:**

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

1. Approve the plans and specifications (Exhibit 1) for the Runway 7-25, Taxiway Connectors and Parallel Taxiway Pavement Reconstruction at Oxnard Airport, including Addenda Nos. 1-3 (Exhibit 2);
2. Waive any minor irregularities in the bids;
3. Award a Contract for the Base Bid Schedule A and Base Bid Transition Schedule B to Sully-Miller Company, in the Amount of \$12,274,001, on the basis of the lowest responsive bid, conditioned upon receipt of a Federal Aviation Administration Grant sufficient to fund the project; and
4. Authorize the Director of Airports, or his designee, to execute the subject Contract if awarded (Exhibit 3).

Director Kip Turner introduced the item and stated that projects administrator Erin Powers will provide staff's report. Ms. Powers stated that the airport went out to bid for the reconstruction of the runway and taxiway pavements at Oxnard Airport in March 2021. The project was bid with a base bid for the runway, a bid alternate 1 for the taxiway connectors and a bid alternate 2 for the parallel Taxiway F. Bids for the project were opened on April 29, 2021 and five bids were received. Ms. Powers shared that the Federal Aviation Administration (FAA) is ready to offer the airport a grant for the base bid and base bid transition work (this means the runway will be reconstructed and transitional pavements into the existing taxiway connectors will be completed). Sully-Miller Company submitted the lowest responsible bid for the base bid and the base bid transition in the amount of \$12,274,001 which came in at approximately 4.4% under the engineer's estimate. Ms. Powers noted that a bid protest was received from the second-lowest bidder but the airport found that the bid protest was without merit. Total project costs for construction, design and construction management is estimated at approximately \$14.2 million dollars and the FAA typically pays 90% of the project costs. Ms. Powers shared that the FAA has indicated there is a possibility they will fund up to 100% of the project costs but staff will not know if this is the case until an offer is received. In response to a question posed by Authority member Bill Thomas, Ms. Powers stated that it is unknown at this point whether the airport will need to shut down again when it comes time for construction on the taxiway connectors and parallel taxiway. Airport staff will look at phasing the future work and staff will look at avoiding closures when possible. In response to a question posed by Authority member Carmen Ramirez, Ms. Powers stated that OSHA safety is not a reviewing factor when determining which contractor has submitted the lowest responsible bid. Ms. Powers indicated that airport staff can look into this. Authority member Bert Perello supports the department looking into the contractor's safety record. Ms. Powers clarified that no RFP was issued for the design portion of this project because

the airport does not use the RFP process for consultants. The consultant, in this instance a design engineer, was chosen through a qualification based selection process and fees were negotiated between the consultant and the department.

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve staff's recommendations and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

**B. Subject: Approval and Award of a Construction Administration Services Contract to Jviation, a Woolpert Company, in the Not-to-Exceed Amount of \$1,086,169, for the Runway 7-25, Connector Taxiways and Parallel Taxiway Pavement Reconstruction at Oxnard Airport, Conditioned Upon Receipt of a Federal Aviation Administration Grant Sufficient to Fund the Project; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract**

**Recommendations:**

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

1. Approve and award a construction administration services contract (Exhibit 1) to Jviation, a Woolpert Company, in the not-to-exceed amount of \$1,086,169, for the Runway 7-25 Pavement Reconstruction at Oxnard Airport, conditioned upon receipt of a Federal Aviation Administration Grant sufficient to fund the project; and
2. Authorize the Director of Airports, or his designee, to execute the subject contract.

Director Kip Turner introduced the item and stated that projects administrator Erin Powers will provide staff's report. Ms. Powers stated that this contract is for construction administrative services for the Runway 7-25 pavement reconstruction project only. The contract reflects only those services needed to oversee the runway reconstruction work (base bid and base bid transitions). Ms. Powers shared that Jviation was selected as the airport's consultant for a five-year period through a request for qualification selection process in 2020. Although Jviation was selected for a five-year period, each contract awarded during that period must be negotiated individually and any contracts exceeding \$200,000 must be approved by the Board of Supervisors. In response to a concern raised by alternate Authority member Mike Hodson, Ms. Powers shared that an independent fee analysis of the proposal was performed regarding the contract and fees were negotiated. Construction administration costs on an over \$12 million dollar project typically run

between 10-12% which is considered reasonable. Ms. Powers shared that the Jviation contract is just about 11% of project construction costs. Ms. Powers clarified that airport staff fees are included in the overall federal grant amount and the fee for Jviation is separate than staff costs/fees. Mike Quinn of Jviation provided additional information about the contract fees. A discussion took place about the fee split between Jviation and subcontractors, and overhead fees of subcontractors.

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve staff's recommendations and Chair Walter Calhoun seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

## **CAMARILLO AIRPORT AUTHORITY**

**C. Subject: Receive and File a Report Regarding the 1976 Agreement Between County of Ventura and City of Camarillo Pertaining to Camarillo Airport Development and Surrounding Land Use**

### **Recommendation:**

Staff requests that your Authority receive and file a report regarding the 1976 Agreement Between County of Ventura and City of Camarillo Pertaining to Camarillo Airport Development and Surrounding Land Use Joint Powers Agreement (JPA).

***Camarillo Airport Authority: Chair Kelly Long moved to postpone this item to a future date, continuing the work between the County and the City of Camarillo on the JPA. Vice-Chair Bill Thomas seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

## **6. DIRECTOR'S REPORT**

Director Kip Turner provided an update on the private hangar lease agreement. Airport staff is looking at a mediation clause and section 10 regarding vehicles. It is anticipated that this item will come back before the Airport Authorities in the September timeframe. Regarding the Rent & Fee Schedule that was passed in June, airport staff is working on airfield signage for the transient ramp area that was referenced in the Schedule. Regarding the Oxnard Airport runway and taxiway reconstruction project, the FAA announced that the Oxnard Airport will receive the grant that the department was expecting. A third and final tenant workshop took place on July 6, 2021. Mr. Turner stated that the design team's project lead, Chuck McCormick with Mead & Hunt, and Mike Quinn, the on-site

construction project representative with Aviation, will provide a summary of the tenant workshop. Mr. McCormick and Mr. Quinn reviewed a powerpoint presentation.

Mr. Turner stated that deputy director Dave Nafie will provide an update on airport noise issues. Mr. Nafie reviewed a new format for the monthly noise complaint report which can be found in the meeting packet. From a standpoint of community engagement, Mr. Nafie shared that airport staff is looking to hold a first workshop in the near term. Additionally, the airport's website will be updated to include a dedicated page for noise information which will include a feature to submit a noise complaint. Airport staff is exploring the use of social media as an engagement tool. Staff is also pursuing public venue opportunities to share information.

Director Turner stated that regarding the upcoming meeting of the Airport Authorities in August, if the Board of Supervisors goes to an in-person format at their upcoming meetings in July then airport staff will follow suit and the August meeting of the Airport Authorities will also be in-person. If the Board of Supervisors continue with a virtual format then the Authority meetings will remain virtual. Mr. Turner also shared that he submitted a notice of resignation to the County with an effective date of Friday, July 16, 2021. He thanked Authority members for the opportunity to have worked with each of them and he also thanked his team.

## **7. REPORTS**

Monthly Activity Report – May 2021

Monthly Noise Complaints – May 2021

Consultant Reports – May 2021

Airport Tenant Project Status – June 2021

Project Status – June 2021

Financial Statements Period Ended – March 31, 2021

Financial Statements Third Quarter – FY 2020/2021

Meeting Calendar

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

## **8. CORRESPONDENCE**

Letter dated June 5, 2021 from Erin Powers to Eric Landegger, C.A. Rasmussen re: Bid Protest for Oxnard Airport - Runway 7-25, Taxiway Connectors and Parallel Taxiway Pavement Reconstruction; Specification No: DOA 20-02; Project No: OXR-146

Letter dated June 16, 2021 from Erin Powers to Eric Landegger, C.A. Rasmussen re: Response to June 11<sup>th</sup> Bid Protest for Oxnard Airport - Runway 7-25, Taxiway Connectors and Parallel Taxiway Pavement Reconstruction; Specification No: DOA 20-02; Project No: OXR-146

Letter dated June 18, 2021 from Madeline Herrle to Kim Rivers, Times Media Group re: Public Records Request dated June 8, 2021

Estimate dated June 18, 2021 from Ana Castro to Kathleen Wilson, Ventura County Star re: Public Records Request of June 9, 2021

Letter dated June 18, 2021 from Madeline Herrle to Dominick Mills, Mills Law Group re: Public Records Request dated June 8, 2021

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project Tenant Workshop #3 Rescheduled to June 29, 2021

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project Tenant Workshop #3 Rescheduled to July 6, 2021

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

## **9. AUTHORITY COMMENTS**

In reference to a discussion that took place during Agenda Item #8 – CORRESPONDENCE, Vice Mayor Shawn Mulchay requested that a receive and file action item be attached to any report that is on the agenda so that a discussion on that item can take place during the meeting.

Councilmember Bert Perello commented about the upcoming transition paving job and the questions about whether there would be any more delays because of the job. Mr. Perello stated a concern about the fact that there is no safety records check on the people that submit bids. Mr. Perello strongly recommends that the safety records, such as the state Department of Labor, worker's compensation and OSHA, of bidders are checked.

Supervisor Kelly Long thanked Authority members for their dedication to making sure that the absolute right is being done for the community, the airport, and everybody. Supervisor Long also thanked staff for their knowledge about the agenda items. Supervisor Long also thanked Director Turner for his service and for leading both airports. Ms. Long commented

that the spirit everyone has regarding the JPA is extremely important as is the commitment to making sure the work is being done for the community.

Public member Walter Calhoun wished Director Turner blue skies and tailwinds.

## **10. ADJOURNMENT**

There being no further business, the July 8, 2021 Authority meeting was adjourned at 9:23 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