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CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

July 9, 2020

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Shawn Mulchay, called the Camarillo Airport Authority meeting to order at 7:01 p.m.

OAA Chair, Bert Perello, called the Oxnard Airport Authority meeting to order at 7:01 p.m.

CAA Chair, Shawn Mulchay, led the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

Kelly Long
John Zaragoza
Shawn Mulchay
Charlotte Craven
Bill Thomas
Michael Hodson (Alt)

CAA ABSENT

OAA PRESENT

Kelly Long
John Zaragoza
Tim Flynn
Bert Perello
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
Madeline Herrle, Lease Manager
John Feldhans, Operations Supervisor
Ana Castro, Management Assistant

3. APPROVAL OF MINUTES – June 11, 2020

Camarillo Airport Authority: Public Member Bill Thomas moved to approve the June meeting minutes and Councilmember Charlotte Craven 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 PERIOD

None

5. UNFINISHED BUSINESS – NONE

6. NEW BUSINESS

CAMARILLO & OXNARD AIRPORT AUTHORITY

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 introduced the item and 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. In response to a question posed by an Authority member, Ms. Powers stated that the department is familiar with all of the consultants and she went on to state that the consultants have performed satisfactory work for the department. Ms. Powers explained the limit amounts of the contracts and it was clarified that this item only pertains to consulting contracts which is different than a construction contract.

Camarillo Airport Authority: Councilmember Charlotte Craven moved to approve staff's recommendations and Public Member Bill Thomas seconded the motion. All others voted in favor and the motion passed unanimously.

Oxnard Airport Authority: Public Member Walter Calhoun moved to approve staff's recommendations and Supervisor John Zaragoza seconded the motion. All others voted in favor and the motion passed unanimously.

OXNARD AIRPORT AUTHORITY

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 introduced the item and 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.

Oxnard Airport Authority: Supervisor John Zaragoza moved to approve staff's recommendations and Public Member Walter Calhoun seconded the motion. 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 introduced the item and 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 of the site and any other investigations before they sign a lease. During the option period, Aspen Helicopters will pay approximately \$4,184 per month. Ms. Herrle stated that Aspen Helicopters can elect to sign a lease any time during the 24-month period. If they elect to sign a lease, the lease would need to be negotiated and it would ultimately come before the Oxnard Airport Authority for review. Councilmember Bert Perello shared that the neighborhood directly across from 5th Street received notices from the Environmental Protection Agency regarding underground plume issues. Mr. Perello inquired as to whether this information would be shared with Aspen Helicopters to which Ms. Herrle responded that she was not familiar with the notice. Mr. Perello requested that airport staff find the notice and share it with Aspen Helicopters.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Supervisor John Zaragoza seconded the motion. All others voted in favor and the motion passed unanimously.

7. DIRECTOR'S REPORT

Mr. Turner shared that regarding the Northeast Hangar Development at Camarillo Airport, the project is still in vertical construction and it is expected to be completed on time. As discussed during the meeting, the final design efforts for the runway and taxiway reconstruction project at Oxnard Airport are underway. Three or four public workshops will be scheduled regarding the reconstruction project. The department is moving forward with

the master plan study of both Camarillo and Oxnard airports and the department recently learned that the grant for the study will be 100% funded. Three or four public workshops will be scheduled regarding the master plan study. The department has begun some work improvements on the terminal at Oxnard Airport. Director Turner hopes to hold upcoming public workshops for the Oxnard Airport reconstruction project and master plan study at the Oxnard Airport terminal. Mr. Turner shared that operations are rebounding well from the impacts of COVID-19 at both airports. Operations are not only back to normal but exceeding last year's numbers for the month of June.

8. REPORTS

Monthly Activity Report – May 2020
Monthly Noise Complaints – May 2020
Consultant Reports – May 2020
Airport Tenant Project Status – June 2020
Project Status – June 2020
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

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 HANDOUTS

Information was received and filed.

11. AUTHORITY COMMENTS

12. ADJOURNMENT

There being no further business, the July 9, 2020 Authority meeting was adjourned at 7:34 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