



CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

June 10, 2021

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Vice-Chair, Bill Thomas, called the meeting to order at 6:30 p.m. and led the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

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

CAA ABSENT

OAA PRESENT

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

OAA ABSENT

Bert Perello

Excused (E)

Late (L)

Alternate (Alt)

AIRPORT STAFF

Kip Turner, Director
Erin Powers, Projects Administrator
Jamal Ghazaleh, Accounting Manager
John Feldhans, Operations Supervisor
Ana Castro, Management Assistant

3. APPROVAL OF MINUTES – April 8, 2021

Camarillo Airport Authority: Councilmember Susan Santangelo moved to approve the April meeting minutes and Vice Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Supervisor Kelly Long was absent for the vote.

Oxnard Airport Authority: Supervisor Carmen Ramirez moved to approve the April meeting minutes and Councilmember Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously 3-0. Supervisor Kelly Long was absent for the vote.

4. PUBLIC COMMENT PERIOD

Public comments heard.

5. NEW BUSINESS

CAMARILLO AIRPORT AUTHORITY

A. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Commercial Account Right of Entry Agreement with Charter Communications Operating, LLC for Service at 295 Willis Ave., Camarillo, California

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 sign, the attached Commercial Account Right of Entry Agreement with Charter Communications Operating, LLC.

Director Kip Turner introduced the item and provided a brief staff report.

Camarillo Airport Authority: Vice Mayor Shawn Mulchay moved to approve staff's recommendation and Councilmember Susan Santangelo seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Supervisor Kelly Long was absent for the vote.

CAMARILLO & OXNARD AIRPORT AUTHORITY

B. Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2021-2022 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 2021-2022 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. Ms. Powers stated that each fiscal year the department seeks to enter into several general on-call service type contracts to support projects at Camarillo and Oxnard airports. Ms. Powers shared examples of the types of services provided. Ms. Powers 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. Fiscal impacts only occur when work requests are issued and services are needed. The department is seeking annual contracts for four companies which include Jviation, Coffman & Associates, Mead & Hunt, and Adams Companies. Ms. Powers responded to general questions posed by Authority members.

Camarillo Airport Authority: Supervisor Carmen Ramirez moved to approve staff's recommendations and Vice Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Supervisor Kelly Long was absent for the vote.

Oxnard Airport Authority: Councilmember Vianey Lopez moved to approve staff's recommendations and Supervisor Carmen Ramirez seconded the motion. All

members voted in favor and the motion passed unanimously 3-0. Supervisor Kelly Long was absent for the vote.

OXNARD AIRPORT AUTHORITY

C. Subject: Receive and File a Presentation from the Channel Islands Neighborhood Council Regarding Noise Concerns Surrounding Oxnard Airport

Recommendation:

Staff requests that your Commission/Authority receive and file a presentation from the Channel Islands Neighborhood Council regarding noise concerns surrounding Oxnard Airport.

Director Kip Turner stated that the Oxnard Airport Authority requested that department staff provide a platform for the Channel Islands Neighborhood Council (CINC) to present their noise concerns. Steve Tannehill, Committee Leader, CINC Airport Safety & Noise Committee began the presentation. Walter Hagedorn, Chair, Oxnard Shores Neighborhood Council provided comments. Audrey Keller, Chair, Channel Islands Neighborhood Council also provided comments. Authority members provided comments regarding the presentation. A discussion took place about the history and background of the noise concerns, and discrepancies between the number of noise complaints that the CINC stated were reported to the Department of Airports and the number of complaints that were reflected in the department's noise reports. Director Turner shared next steps the department will pursue to address the noise concerns. Mr. Turner also shared that administrative changes have already been made to the department's reporting which is reflected in the meeting packet. Chair Walter Calhoun stated that the CINC has the Oxnard Airport Authority's full support to address this matter.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Supervisor Carmen Ramirez seconded the motion. All members voted in favor and the motion passed unanimously 4-0.

CAMARILLO & OXNARD AIRPORT AUTHORITY

D. Subject: Approval of the Department of Airports' Fiscal Year 2021-22 Rent and Fee Schedule, Effective July 1, 2021; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases,

Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule

Recommendations:

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

1. Approve the Department of Airports' ("Department") FY 2021-22 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with track changes), with an effective date of July 1, 2021; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 30-37 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 30-37 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

Director Kip Turner introduced the item and provided staff's report. Director Turner shared that the rates and fees have essentially remain unchanged for the third year in a row but he reviewed new fees that have been added to the Rent and Fee Schedule. New fees in FY 21-22 include a day-use fee for the shared use ramps at both Camarillo and Oxnard Airports, a fee to recover staff time/costs associated with third party development, and an administrative fee when a tenant initiates a new hangar lease or upgrades/changes their hangar. Director Turner responded to questions and concerns about the new fees. Specifically, concerns about the administration fee and shared use ramp fee were noted. A discussion took place about whether the new administration fee is waived if the transaction is subject to the 2% transfer fee which applies when a private hangar is sold. There was a recommendation for the department to add signage for pilots on the airfield to indicate where the shared ramp use is located and fees associated with parking in that area.

Camarillo Airport Authority: Vice Mayor Shawn Mulchay moved to approve staff's recommendations with the following amendments: 1) In the Rent and Fee Schedule, Section I.D., include a visual identification of the transient ramps as an attached

exhibit; 2) In the Rent and Fee Schedule, add language to clarify whether the \$150 administration fee applies to the sale of a hangar; 3) Staff to update Authority members on the aforementioned items prior to the Board of Supervisors meeting and staff to update Authority members with what will be presented to the Board of Supervisors. Councilmember Susan Santangelo seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority: Supervisor Long moved to approve staff's recommendations with the following amendments: 1) In the Rent and Fee Schedule, Section I.D., include a visual identification of the transient ramps as an attached exhibit; 2) In the Rent and Fee Schedule, add language to clarify whether the \$150 administration fee applies to the sale of a hangar; 3) Staff to update Authority members on the aforementioned items prior to the Board of Supervisors meeting and staff to update Authority members with what will be presented to the Board of Supervisors. Supervisor Carmen Ramirez seconded the motion. All members voted in favor and the motion passed unanimously 4-0.

6. DIRECTOR'S REPORT

Director Turner provided an update on the private hangar lease agreement. The department anticipates bringing the lease agreement before the Airport Authorities in July. Director Turner shared that Western Cardinal assigned their lease to AVEX and the documents were executed on May 28, 2021. Regarding the northeast hangar development at Camarillo Airport, 15-16 out of the 41 hangars have been leased. Regarding the Oxnard Airport runway and taxiway reconstruction project, the third tenant workshop scheduled on June 15, 2021 has been postponed to June 29, 2021 because the grant has not been finalized with the Federal Aviation Administration. Construction will start no earlier than the end of July or beginning of August. Regarding the master plan update, this effort has been paused so that over the next year, the department can address concerns raised in the first public workshop. Director Turner shared that the department has been watching the centerline of the runway at Camarillo Airport due to severe cracking. The department just received a scope of work from the engineers. When the work begins it is anticipated to be a three to four day project. Director Turner reminded the Airport Authorities that the venue for these meetings will be the Oxnard Airport terminal when in-person meetings resume.

7. REPORTS

Monthly Activity Report – March, April 2021

Monthly Noise Complaints – March, April 2021

Consultant Reports – March, April 2021

Airport Tenant Project Status – May 2021
Project Status – May 2021
Meeting Calendar

Reports were received and filed.

8. CORRESPONDENCE

Letter dated April 7, 2021 from Madeline Herrle to Justin Guan, Federal Aviation Administration re: Application for Conveyance of Surplus Property; Camarillo Airport – 275 Skyway Drive, Camarillo, CA; GSA Control No 9-X-CA-0410 AO; DHS Ice Building

Letter dated April 13, 2021 from Kip Turner to Greg Ramirez, City of Camarillo re: Agreement Between County of Ventura and City of Camarillo Pertaining to Camarillo Airport Development and Surrounding Land Use

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project Tenant Workshop #3 on May 25, 2021

A Message from the Director of Airports dated May 26, 2021 from Kip Turner re: Camarillo and Oxnard Airport Master Plan Update

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project Tenant Workshop #3 Rescheduled on June 15, 2021

Correspondence was received and filed.

9. AUTHORITY COMMENTS

In reference to a discussion that took place during Agenda Item #8 – CORRESPONDENCE, Supervisor Kelly Long requested that the matter of the 1976 Agreement between the County of Ventura and the City of Camarillo, including correspondence, be agendized for next month's meeting. Supervisor Long shared that her understanding is that the County is not moving forward with commercial air service at Camarillo Airport and that the County is not implementing new regulations. Supervisor Long would like County Counsel available to comment on the matter. Supervisor Long thanked Director Turner and staff for all the work that everyone is doing.

Vice Mayor Shawn Mulchay supports Supervisor Long's request for the matter of the 1976 Agreement to be agendized. Mr. Mulchay requests that the letter dated April 13, 2021 from the Department of Airports to the City of Camarillo and the letter dated May 21, 2021 from the City of Camarillo to the Department of Airports be included for discussion.

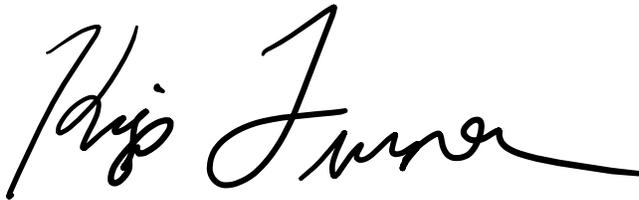
Supervisor Carmen Ramirez commented that the matter of the 1976 Agreement needs to be properly agendized in order to have a good dialogue and full discussion. Supervisor Ramirez stated that going forward it is imperative that County Counsel join the meeting.

Alternate Public Member Michael Hodson commented that trust and transparency are the overriding concerns of the community and this Authority. He stated that department staff, this Authority and everyone involved needs to reestablish the trust of the community and complete transparency is a good start to doing so.

Vice-Chair Bill Thomas added that an overview discussion of the 1976 Agreement itself would be valuable to see where the areas of confusion might be. Mr. Thomas agrees with Mr. Hodson's comments about trust and transparency.

10. ADJOURNMENT

There being no further business, the June 10, 2021 Authority meeting was adjourned at 9:48 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