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**AVIATION ADVISORY COMMISSION**

**MINUTES**

**June 7, 2021**

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

Chair, Robert Trimborn, called the meeting to order at 7:07 p.m. and requested that Steve Weiss lead the pledge of allegiance.

**2. ROLL CALL**

**PRESENT**

Robert Trimborn  
Maggie Bird (L)  
Adriana Van der Graaf  
Nanette Metz  
Bobby Williams  
Bruce Hamous  
Steve Weiss

*Excused (E)*

*Late (L)*

**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

**ABSENT**

James Flickinger  
Gary Jacobs (E)

### 3. APPROVAL OF MINUTES – April 5, 2021

*Steve Weiss moved to approve the April minutes and Bruce Hamous seconded the motion. All Commissioners voted in favor and the motion passed unanimously 6-0. Maggie Bird was absent for the vote.*

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.*

Public comments heard.

### 5. NEW BUSINESS

- 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 stated that lease manager Madeline Herrle will provide staff's report. Ms. Herrle provided a brief staff report. There were no comments by Commissioners.

***Steve Weiss moved to approve staff's recommendation and Bruce Hamous seconded the motion. All Commissioners voted in favor and the motion passed unanimously 6-0. Bruce Hamous was absent for the vote.***

**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 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. There were no comments by Commissioners.

***Adriana Van der Graaf moved to approve staff's recommendations and Steve Weiss seconded the motion. All Commissioners voted in favor and the motion passed unanimously 7-0.***

**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 Channel Islands Neighborhood Council made a request to present to the Aviation Advisory Commission and the Camarillo and Oxnard Airport Authorities regarding noise concerns. Deputy Director Dave Nafie stated that Steve Tannehill contacted him in November, 2020 to share concerns about noise and there has been regular dialogue since then. Mr. Nafie shared that Mr. Tannehill and his group will make the presentation. Walter Hagedom, Chair, Oxnard Shores Neighborhood Council shared opening remarks. Steve Tannehill, Committee Leader, CINC Airport Safety & Noise Committee began the presentation. David Cronshaw reviewed a specific example of a flight pattern. Mr. Tannehill concluded the presentation and Audrey Keller, Chair, Channel Islands Neighborhood Council shared closing remarks.

***Report was received and filed.***

**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. Director Turner shared that the rates and fees have essentially remain unchanged for the third year in a row. Director Turner shared that Deputy Director Dave Nafie will review new fees that have been added to the Rent and Fee Schedule. Deputy Director Nafie shared that the new fees in FY 21-22 include a day-use fee for the corporate 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. Mr. Turner and Mr. Nafie responded to questions and concerns about the new fees. Specifically, concerns about the administration fee and corporate ramp fee were noted.

***Steve Weiss moved to approve staff's recommendations and Bruce Hamous seconded the motion. Yes: Robert Trimborn, Maggie Bird, Adriana Van der Graaf, Bruce Hamous. No: Bobby Williams, Steve Weiss. Motion passed 4-2. Nanette Metz was absent for the vote.***

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

Director Kip Turner pointed out that there is a potential conflict for the July meeting of the Aviation Advisory Commission. After polling Commissioners for their availability, Chair Robert Trimborn stated that the next meeting of the Commission would take place on July 7, 2021 at 7:00 p.m. Director Turner provided an update on the private hangar lease agreement. Per direction from the Airport Authorities, County Counsel has been working with Leslie McAdam who is a representative that the Camarillo Oxnard Hangar Owners and Tenants Association put forth as one of their speakers during the March meeting of the Airport Authorities. County Counsel and Ms. McAdam have been making progress on section 39 of the lease

agreement therefore the department anticipates bringing the lease agreement before the Commission and 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, 13 out of the 41 hangars have been leased as of June 3, 2021. 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 July 26, 2021. Regarding the master plan update, this effort has been paused so the department can focus on more community engagement over the next several months. Director Turner shared that the department has been watching the centerline of the runway at Camarillo Airport due to severe cracking. The department has asked the engineers to put together a scope of work to address the centerline issue. When the work begins it is anticipated to be a three day project. Director Turner also shared the department has been repaid by all tenants who utilized the rent deferral program that was previously offered as a result of the pandemic. Director Turner reminded the Commission 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. COMMISSION COMMENTS**

Commissioner Steve Weiss stated a concern about the precedent that was set by allowing the neighborhood councils to speak beyond the three minutes normally given to each speaker during public comment. Regarding the concerns raised by the neighborhood council, Mr. Weiss expressed that department staff could meet with the groups and the flight schools to see how some of the noise issues can be mitigated. Additionally, Mr. Weiss recommended that the department host a series of workshops on this item, summarize the final thoughts, and report those findings back to the Commission.

Commissioner Bobby Williams concurred with Commissioner Weiss' comments regarding addressing the noise concerns. Mr. Williams stated that the department could speak with the tower and look into using right traffic at Oxnard Airport as proposed by the neighborhood councils.

Commissioner Adriana Van der Graaf also stated a concern about the extensive presentation given by the neighborhood councils and the precedent it sets. Ms. Van der Graaf was surprised to hear about all of the noise complaints as compared to the noise reports the Commission receives. She requested that staff address the discrepancies between the noise complaints that were shared and what has been captured in the monthly noise reports. She stated that this could be done at a future meeting. Ms. Van der Graaf shared that the department also

needs to promptly address what is being said in the community about airport expansion and Amazon coming to Camarillo Airport.

Commissioner Robert Trimborn also stated a concern from a process perspective about the public presentation that was given by the neighborhood councils. Mr. Trimborn pointed out that the Commission's bylaws do not provide guidance for or permit this type of public presentation with respect to time limits, who can make a presentation, and who controls the presentation. His concern is that in the future other groups with other concerns can come to the Commission, request to be on the agenda, and make a presentation with no guardrails.

## **10. ADJOURNMENT**

There being no further business, the June 7, 2021 meeting of the Aviation Advisory Commission was adjourned at 9:06 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