



**AVIATION ADVISORY COMMISSION**

**MINUTES**

**March 1, 2021**

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

Chair, Robert Trimborn, called the meeting to order at 7:01 p.m. and led the pledge of allegiance.

**2. ROLL CALL**

**PRESENT**

Robert Trimborn  
James Flickinger  
Maggie Bird  
Adriana Van der Graaf  
Nanette Metz  
Bobby Williams  
Steve Weiss  
Bruce Hamous

*Excused (E)*

*Late (L)*

**AIRPORT STAFF**

Kip Turner, Director  
Dave Nafie, Deputy Director  
John Feldhans, Operations Supervisor  
Ana Castro, Management Assistant

**COUNTY STAFF**

Tom Temple, Assistant County Counsel

**ABSENT**

Gary Jacobs (E)

### 3. APPROVAL OF MINUTES – February 11, 2021

***Steve Weiss moved to approve the February minutes and Adriana Van der Graaf seconded the motion. Bobby Williams and Bruce Hamous abstained. All other Commissioners 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.*

Public comments heard.

### 5. UNFINISHED BUSINESS – None

### 6. NEW BUSINESS

- A. **Subject:** Approval of the Revised Form Hangar Lease Agreement for Privately Owned Hangars at the Camarillo and Oxnard Airports to Replace Month-to-Month Leases with Term Leases; Authorization for the Director of Airports or His Designee to Terminate All Existing Month-to-Month Hangar Lease Agreements for Privately Owned Hangars and to Sign the Revised Form Lease Agreement with Tenants of Existing Hangars.

#### **Recommendations:**

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

1. Approve the revised form hangar lease agreement for privately owned hangars at the Camarillo and Oxnard Airports (Exhibit 3), to replace the current month-to-month leases with term leases; and
2. Authorize the Director of Airports or his designee to terminate all existing month-to-month lease agreements for privately owned hangars and to sign the revised form lease agreement in Exhibit 3 with tenants of existing privately owned hangars.

Director Kip Turner reported back on revisions to six sections of the private hangar lease agreement that was requested of staff. Director Turner shared that a revised draft of the proposed lease agreement was sent in a mass email on February 1, 2021 to all private hangar owners, Camarillo Oxnard Hangar Owners and Tenants Association (COHOTA) representatives, Aviation Advisory Commission members, Camarillo/Oxnard Airport Authority members, County leadership, and others that may have had an interest in the agreement. Staff hosted a virtual meeting on February 11, 2021 with all interested hangar owners to receive feedback and address questions and concerns relating to the agreement. Further edits were made to the agreement after staff received feedback from interested parties. The additional edits can be seen in Exhibit 2 of the meeting packet regarding this item. Mr. Turner reviewed key differences between the current lease and the proposed lease. Scott Barer, President of COHOTA, reviewed a PowerPoint presentation outlining COHOTA's objections to the proposed hangar lease agreement. Tom Temple, Assistant County Counsel, explained components of section 39 of the lease. A lengthy discussion took place regarding section 39 and the lack of a mediation clause in the agreement. Commissioners provided their feedback and recommendations to County staff.

***Steve Weiss moved to approve staff's recommendations and James Flickinger seconded the motion. Discussion took place.***

***Steve Weiss amended his motion to delay action on this item for no more than 90 days, or no later than the June meeting of the Commission, to allow time for County staff to meet with COHOTA in good faith and attempt to finalize the proposed private hangar lease agreement. The proposed lease agreement is to be posted 30 days in advance of the Commission meeting and the Commission will render a final decision on the proposed lease agreement when it comes before them no later than the June meeting. Bruce Hamous seconded the motion. Yes: James Flickinger, Maggie Bird, Adriana Van der Graaf, Bobby Williams, Bruce Hamous, Steve Weiss. No: Robert Trimborn. Nanette Metz was absent for the vote. Motion passed 6-1.***

## **7. DIRECTOR'S REPORT**

Director Kip Turner shared that the Northeast Hangar Development project at Camarillo Airport is complete. Staff is working out a process to lease the hangars. Director Turner requested that Deputy Director Dave Nafie share information about the department's noise complaint process. Deputy Director Nafie provided information about the department's efforts to address noise complaints.

**8. REPORTS**

Monthly Activity Report – January 2021  
Monthly Noise Complaints – January 2021  
Consultant Reports – January 2021  
Airport Tenant Project Status – February 2021  
Project Status – February 2021  
Financial Statements Period Ended – December 31, 2020  
Financial Statements Second Quarter – FY 2020/2021  
Meeting Calendar

*Reports were received and filed.*

**9. CORRESPONDENCE – None**

**10. COMMISSION COMMENTS**

None.

**11. ADJOURNMENT**

There being no further business, the March 1, 2021 meeting of the Aviation Advisory Commission was adjourned at 9:35 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