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CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

March 12, 2020

1. CALL to ORDER and PLEDGE of ALLEGIANCE

OAA Chair, Bert Perello, called the meeting to order at 7:00 p.m. and requested that a member of the public, David Timms, lead 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
Erin Powers, Projects Administrator
John Feldhans, Operations Supervisor
Sean Herder, Operations Supervisor
Ana Castro, Management Assistant

COUNTY STAFF

Tom Temple, Assistant County Counsel

3. APPROVAL OF MINUTES – February 13, 2020

Camarillo Airport Authority: Public Member Bill Thomas moved to approve the February meeting minutes and Councilmember Charlotte Craven seconded the motion. All others voted and the motion passed unanimously.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve the February meeting minutes and Supervisor John Zaragoza seconded the motion. Public Member Walter Calhoun abstained. All others voted and the motion passed unanimously.

- 4. PUBLIC COMMENT** - Citizens wishing to speak to the Authorities 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.

Sheila Anne Haskins commented about the first page of the hangar lease document. Her concern is that too much personal information is requested and the document is subject to the Freedom of Information Act. She stated that some pilots still use their social security number for their pilot's license. She suggested that tenants complete an application or contact sheet but she is not comfortable with personal information being listed on the first page of the lease document. She also suggested that the Department of Airports maintain a separate file that contains tenant's personal contact information.

5. UNFINISHED BUSINESS – NONE

6. NEW BUSINESS

CAMARILLO AIRPORT AUTHORITY

- A. Subject: Authorization for the Director of Airports, or His Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0339-038-2020, When Offered, in an Estimated Amount of \$600,000, Which Will Provide Funds for a Master Plan Update for Camarillo Airport; Authorization for the Director of Airports, or His Designee, to Apply for, Accept, and Sign for a Matching Grant from Caltrans, if Offered; and Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements.**

Recommendations:

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

1. Authorize the Director of Airports, or his designee, to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0339-038-2020, when offered, in an estimated amount of \$600,000, which will provide funds for a Master Plan Update for Camarillo Airport; and
2. Authorize the Director of Airports, or his designee, to apply for, accept, and sign for a matching grant from Caltrans, if offered; and
3. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements.

Director Kip Turner provided an overview of the master plan process. During the process, both Camarillo and Oxnard airports will be looked at to see how they feed the County's aviation transportation system for the next decade and beyond. The entire process will take 12-18 months to complete. The current master plan is approximately 10 years old and typically master plans are updated every 8-10 years. Mr. Turner stated that numerous public workshops will take place in different locations of the County and he encourages participation from any party that has an interest in the future of the airports. The study will cost \$741,094 and the department anticipates receiving a \$600,000 grant from the FAA, and a small Caltrans grant to go towards the cost of this effort. The balance would come out of the Airport Enterprise Fund.

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

B. Subject: Approval and Award of a Planning Services Contract with Coffman Associates, Inc., in the Amount of \$741,094, to Update the Camarillo Airport Master Plan and Authorization for the Director of Airports, or His Designee, to Sign the Contract.

Recommendations:

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

1. Approve and award a planning services contract (Exhibit 1) to Coffman Associates, Inc., in the amount of \$741,094, to update the Camarillo Airport Master Plan; and
2. Authorize the Director of Airports, or his designee, to execute the contract; and
3. Authorize the Auditor-Controller to process the necessary budgetary transactions to revise the following appropriations:

Budget Unit 5040 Airports Capital Projects:

Increase Unit 5041 Airports Capital Projects	\$741,094
Decrease Fund E300 Unrestricted Net Position	\$741,094

Director Turner went over a PowerPoint presentation detailing the purpose of the master plan and various phases of the master plan process. Questions were posed regarding messaging to the public about the master plan and Mr. Turner responded that Coffman Associates will attend a future meeting to provide specifics about the various messaging platforms.

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

CAMARILLO & OXNARD AIRPORT AUTHORITY

C. 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 2), 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 Attachment 2 with tenants of existing privately owned hangars.

Director Turner provided a history on the hangar lease agreements and shared that department staff believes the agreements are ready for approval by the Authorities and Board of Supervisors. Tom Temple of County Counsel went over a PowerPoint presentation and stated the County's position regarding the Camarillo Oxnard Hangar Owners and Tenants Association's (COHOTA) objections to the proposed hangar lease agreements. Scott Barer, President of COHOTA, went over a PowerPoint presentation detailing a timeline of lease negotiations and COHOTA's objections to the proposed hangar lease agreements. COHOTA requested that the Authorities not approve the lease

in its present form to allow time for airport staff to work with COHOTA and resolve the disputed areas of the lease. A lengthy discussion took place after the public comment period. Mayor Tim Flynn stated that his main areas of concern regarding the hangar lease agreements are the sections that discuss FAA violations and 30-day notice. Alternate public member Eugene Fussell stated that there are a few areas of the lease that he would like to see airport staff and COHOTA resolve. Public member Walter Calhoun would also like to see the last few areas of concern with the lease addressed. Supervisor Kelly Long requested that airport staff look at the following sections of the hangar lease agreements: Section 10 regarding square footage for vehicle storage, Section 26 regarding adding the word agreements, Section 35 to split into two sections (assignment and subletting), and she would also like to understand the difference between Section 26 and Section 38 in regards to the threshold for termination. Councilmember Charlotte Craven also sought clarification between Sections 26 and 38. Councilmember Bert Perello stated that he would like to see a mediation section incorporated into the lease and commented that no discriminatory language of any kind should be in the lease. Councilmember Shawn Mulchay inquired about whether the pilot's certificate number can be removed from Section 1 of the lease and he also sought clarification between Sections 26 and 38. Additionally, Councilmember Mulchay suggested that Section 26 reference the 1976 agreement between the City of Camarillo and the County. Supervisor Long summarized that Authority members would like airport staff to look at Sections 1, 10, 26, 35, 38 and 46. Additionally, Supervisor Long reminded airport staff that a waiver of the 2% transfer fee would need to be incorporated into the department's Rent and Fee schedule. Public Member Bill Thomas and Councilmember Bert Perello added that airport staff should review all leases to ensure that there is consistency and equality amongst them.

Director Kip Turner stated that airport staff noted the Authorities' areas of concern. Director Turner further stated that staff would research the areas and agendize this item for the next meeting of the Authorities.

CAMARILLO AIRPORT AUTHORITY

D. Subject: Certification of Board Review of the Final Mitigated Negative Declaration (MND) for the CloudNine Hangar Development Project at Camarillo Airport; Find There Is no Substantial Evidence the Project Will Have a Significant Effect on the Environment; Approval of the Project and Adoption of the Final MND and Mitigation Monitoring Plan; and Authorization for the Director of Airports or Designee to Sign and File the Notice of Determination; Designate the Clerk of the Board as the Custodian of Records for the Proceedings.

(Exhibit 1 available for review on the Department of Airports website www.ventura.org/airports)

Recommendations:

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

1. Certify that the Board has reviewed and considered the information contained in the CloudNine Hangar Development Project (Project) Final Mitigated Negative Declaration (MND) and the Mitigation Monitoring Program (MMP) (Exhibit 1) and has considered all comments received.
2. Find that, on the basis of the whole record before the Board, including the Initial Study and public comments received, there is no substantial evidence the Project, as mitigated, will have a significant effect on the environment, and the Final MND reflects the independent analysis and judgment of the Board.
3. Approve and adopt the Final MND and MMP (Exhibit 1) and incorporate the Final MND mitigation measures into the Project.
4. Certify that the Final MND has been completed in compliance with the California Environmental Quality Act (CEQA) and the County of Ventura Administrative Supplement to the State CEQA Guidelines.
5. Designate the Clerk of the Board as the Custodian of Records for the proceedings in this matter.
6. Authorize the Director of Airports or designee to sign and file the Notice of Determination.

Projects Administrator Erin Powers went over a PowerPoint presentation which described the CloudNine project at Camarillo Airport. Ms. Powers introduced Judi Krauss who is an associate with Coffman Associates. Ms. Krauss went over a PowerPoint presentation detailing the findings of the Mitigated Negative Declaration (MND) and Initial Study for the CloudNine project. Ms. Krauss stated that there are a few potentially significant impacts of this project but with the mitigation measures proposed in the mitigation monitoring and reporting program, the impacts would be below a level of significance. Brian Pierik, attorney for the City of Camarillo, requested that language be added to the MND to reflect that the project will comply with the 1976 agreement between the City of Camarillo and the County. A discussion took place about whether RKR, Inc., in reference to the CloudNine project, intends to comply with the 1976 agreement. Nick Martino with RKR, Inc. reviewed some provisions in Exhibit B of the agreement and indicated that some of the provisions are no longer relevant however RKR, Inc. intends to operate within applicable rules and regulations. Mr. Martino also stated that the CloudNine project provides aircraft storage and it is not intended to operate as a service provider. It was also

clarified that RKR, Inc. has no intention of operating or servicing Boeing Business Jet 737's.

Camarillo Airport Authority: Supervisor John Zaragoza moved to approve staff's recommendations and Public Member Bill Thomas seconded the motion. Yes: John Zaragoza, Kelly Long, Bill Thomas. No: Shawn Mulchay, Charlotte Craven. Motion passed 3-2.

7. DIRECTOR'S REPORT

None.

8. REPORTS

Monthly Activity Report – January 2020
Monthly Noise Complaints – January 2020
Consultant Reports – January 2020
Airport Tenant Project Status – February 2020
Project Status – February 2020
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Letter dated January 27, 2020 from Madeline Herrle to Kevin Douglass, Douglass Design and Build, Inc. re: Lease for Yard Space – Eubanks Road and Aviation Way Lot

Letter dated January 29, 2020 from Madeline Herrle to Joe Vacca, City of Camarillo re: General Plan Amendment & Referral Request – Richard Darling and Oxnard Union High School District – Change of Skyway Drive Property from RE to M-1 Zoning

Letter dated January 30, 2020 from Erin Powers to Brenda Perez, Federal Aviation Administration re: 5 Year Airport Capital Improvements Plan (ACIP); CMA – NPIAS NO. 06-0339; OXR – NPIAS NO. 06-0179

Letter dated January 31, 2020 from Madeline Herrle to Gregory Peacock, Tactical Communications re: 473 Post St. Camarillo, CA – Tactical Communications Lease

Letter dated February 6, 2020 from Erin Powers to Gary Adams, The Adams Companies re: Notice to Proceed, AEA No. 20-09; Independent Fee Estimate for Design Engineering Services for Camarillo Airport – Airport Master Plan Update

Letter dated February 7, 2020 from Madeline Herrle to Steve Scaroni, Fresh Harvest re: Office Lease at 295 Willis Avenue, Suite H-1, Camarillo, CA Security Deposit

Letter dated February 7, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

Information was received and filed.

11. AUTHORITY COMMENTS

Councilmember Bert Perello shared that Director Kip Turner is doing a good job as the director of airports.

12. ADJOURNMENT

There being no further business, the March 12, 2020 Authority meeting was adjourned at 11:40 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