



555 AIRPORT WAY, SUITE B
CAMARILLO, CA 93010
PHONE: (805) 388-4274
FAX: (805) 388-4366
WWW.VENTURA.ORG/AIRPORTS
WWW.IFLYDXNARD.COM

AVIATION ADVISORY COMMISSION

MINUTES

March 2, 2020

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Vice-Chair, Robert Trimborn, called the meeting to order at 7:03 p.m. and led the pledge of allegiance.

2. ROLL CALL

PRESENT

Robert Trimborn
Nanette Metz
James Flickinger
Adriana Van der Graaf
Bruce Hamous
Julie Mino

Excused (E)
Late (L)

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

ABSENT

Steve Weiss (E)
Gary Jacobs (E)
Maggie Bird (E)
Bobby Williams (E)

3. APPROVAL OF MINUTES – February 3, 2020

Bruce Hamous moved to approve the February minutes and Nanette Metz seconded the motion. Adriana Van der Graaf abstained. All others 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.

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 understands the airport needs the information so she suggested that tenants complete an application but she is not comfortable with personal information being listed on the first page of the lease document.

Mark Sullivan stated that a couple of items on tonight's agenda are going to directly involve the interests of anyone that owns/rents a hangar and anyone that is an airport user. He shared that at a previous Commission meeting approximately two years ago he provided information to Commissioners about the *Lexin v. Superior Court – Supreme Court* case. His opinion is that if a Commissioner has a hangar, for example, the Commissioner can vote on it if their interests are no different than that of any other general member of the public. He also shared that an opinion from the Attorney General has not been sought if there is a residual doubt about voting.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS

- 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 went over a PowerPoint presentation detailing the purpose of the master plan and various phases of the master plan process. Mr. Turner stated that the entire process will take 12-18 months to complete. He highlighted that a special website and social media platform will be created specifically for this effort so people can be well informed and weigh in at any time throughout the process. The current master plan is approximately 10 years old and typically master plans are updated every 8-10 years.

Adriana Van der Graaf moved to approve staff's recommendations and Bruce Hamous 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 stated that this item is related to the master plan item that was just discussed. Specifically, this item is to award a contract to Coffman Associates in the amount of \$741,094 to update the master plan. 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.

Adriana Van der Graaf moved to approve staff's recommendations and Bruce Hamous seconded the motion. All others voted in favor and the motion passed unanimously.

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 brief history on the hangar lease agreements and shared that department staff believes the agreements are ready to move forward through the public process. A lengthy discussion took place about the lease agreements. In reference to a

public comment made earlier in the meeting about the first page of the lease agreement containing personal information, Tom Temple of County Counsel clarified that personal identifying information would be redacted if the document was requested pursuant to the Freedom of Information Act. Scott Barer, President of the Camarillo Oxnard Hangar Owners and Tenants Association (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 Commission 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. Commissioner Bruce Hamous stated that he would like to see airport staff work out the last few items of concern with COHOTA. Commissioner Adriana Van der Graaf stated that she would also like to see airport staff work out the major areas of concern with COHOTA. Director Turner stated that the lease agreement before the Commission already includes concessions that the department is able to make at this time. Commissioner Robert Trimborn stated that the matter of subleasing appeared to be a recurrent theme during public comments. Director Turner clarified that tenants will have the full right to sublease in the new agreement.

Bruce Hamous moved to approve staff's recommendations and Robert Trimborn seconded the motion. Yes: Robert Trimborn, Adriana Van der Graaf, Julie Mino. No: Nanette Metz, James Flickinger, Bruce Hamous. Tie vote 3-3 so motion did not pass.

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 and Initial Study for the CloudNine project. Ms. Krauss stated that for this project there are a few potentially significant impacts but with the mitigation measures proposed in the mitigation monitoring and reporting program, the impacts would be below a level of significance. Commissioner Adriana Van der Graaf stated that although airport staff stated in their presentation that Boeing Business Jets are not coming to Camarillo Airport as a result of the CloudNine project, Ms. Van der Graaf mentioned that it does not seem like the word got out to residents therefore Mr. Van der Graaf suggested better messaging occur about this topic.

Bruce Hamous moved to approve staff's recommendations and Robert Trimborn seconded the motion. All others voted in favor and the motion passed unanimously.

7. DIRECTOR'S REPORT

Director Kip Turner shared that pilots can now access the terminal from the airside at Oxnard Airport. He shared photos of signage and the passcode device that has been installed. He also shared photos of a walk path that has been put in place at Oxnard Airport.

Director Turner also shared that department staff is assisting in the census effort which is an important effort for the county, the state and the nation.

Mr. Turner provided a projects update. The Northeast Hangar Development project at Camarillo Airport is approximately 26% complete. The Taxiway H project at Camarillo Airport is set to begin on April 20, 2020.

Mr. Turner shared that the agenda for the Commission meeting in April would include the following items: 1) Oxnard runway and taxiway design contract; 2) Five-year airport capital improvement plan; and, 3) Budget review for fiscal year 2020-21.

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
Rotation Schedule
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

Information was received and filed.

11. COMMISSION COMMENTS

Commissioner Adriana Van der Graaf inquired about whether gate 4 was functional at Oxnard Airport as there were problems with gate cards not working last weekend. Oxnard Airport Operations Supervisor Sean Herder stated that it was up and running today.

12. ADJOURNMENT

There being no further business, the March 2, 2020 meeting of the Aviation Advisory Commission was adjourned at 9:15 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 tail stroke.

KIP TURNER, C.M.
Administrative Secretary