



AVIATION ADVISORY COMMISSION

MINUTES

March 7, 2022

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, Adriana Van der Graaf, called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

2. ROLL CALL

PRESENT

Adriana Van der Graaf
Bobby Williams
Maggie Bird
Robert Trimborn
Nanette Metz
James Flickinger
Scott Akina
Steve Weiss
Steve Tannehill

Excused (E)

Late (L)

AIRPORT STAFF

Dave Nafie, Deputy Director
Ana Castro, Program Administrator

ABSENT

Gary Jacobs (E)

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – February 7, 2022

Robert Trimborn moved to defer approval of the February 7, 2022 minutes until airport staff has an opportunity to cross-reference changes proposed by Steve Tannehill with the recording of the meeting. Steve Tannehill seconded the motion. Bobby Williams abstained. All others voted in favor and the motion passed unanimously 8-0.

Chair Adriana Van der Graaf requested that airport staff conduct a review of County policy regarding the use of exact terminology when preparing meeting minutes.

5. **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.

6. NEW BUSINESS

- A. **Subject: Review and Make a Recommendation Regarding the Monthly Noise Report Format**

Recommendation:

Review the current Monthly Noise Report format, review noise reports from comparable airports (Exhibits 1-7), receive and file a staff update regarding a noise program under development, and discuss nominating member(s) to join a subcommittee with other advisory body members along with select staff formed to recommend changes to the monthly noise report format and content.

Commissioner Robert Trimborn and Commissioner Steve Tannehill volunteered to be on the subcommittee. Airport staff shared that no more than four commissioners could be on the subcommittee per the Commission's bylaws. Chair Adriana Van der Graaf and Commissioner Nanette Metz also volunteered to be on the subcommittee. Chair Van der

Graaf inquired as to whether an Aircraft Owners and Pilots Association (AOPA) Oxnard representative could be a part of the subcommittee to which Deputy Director Dave Nafie responded that he did not believe this would be an issue.

Noise Subcommittee Commission Members

Robert Trimborn

Steve Tannehill

Adriana Van der Graaf

Nanette Metz

B. Subject: Update of the Revised Form Hangar Lease Agreement for Privately Owned Hangars at the Camarillo and Oxnard Airports Which Replaces Month-to-Month Leases with Term Leases

Recommendation:

Receive an update regarding the revised form hangar lease agreement for privately owned hangars at Camarillo and Oxnard Airports, which will replace the existing month-to-month leases with 20-year term leases.

Deputy Director Dave Nafie summarized terms of the proposed hangar lease agreement. He shared that the only outstanding issues involve language about vehicle stickers and a mediation clause. Language about vehicle stickers has been removed from the lease agreement and staff is working with the Camarillo Oxnard Hangar Owners and Tenants Association to finalize mediation clause language. Staff plans to bring the final lease agreement to the Commission and Airport Authorities during the April meetings.

C. Subject: Consider Adoption of Resolution #8 Authorizing Remote Teleconference Meetings of the Aviation Advisory Commission for a 30-Day Period

Recommendation:

Consider adoption of Resolution #8 (Exhibit 1) authorizing remote teleconference meetings of the Aviation Advisory Commission for a 30-day period pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

Steve Tannehill moved to approve staff's recommendation and Maggie Bird seconded the motion. All Commissioners voted in favor and the motion passed unanimously 9-0.

7. DIRECTOR'S REPORT

Deputy Director Dave Nafie discussed the noise program and the work being done with aviation consultant, Coffman Associates, to develop new pilot flight guides for each airport. Mr. Nafie shared that staff continues to work on increasing pilot and flight school awareness by providing and disseminating written and electronic materials. Mr. Nafie discussed new flight tracking technology that staff is working on with Vector Airport Solutions, which will provide a public facing portal and give the community a more transparent view of airport activity. Mr. Nafie also shared that the department is working to hire a staff member who will focus primarily on community relations and handling noise concerns.

Mr. Nafie provided an update on the Cloud Nine project. The department has been working with the City of Camarillo, County Executive Office, and RKR (the developer of Cloud Nine) to resolve the last remaining items. RKR's final permits will be presented to Camarillo City Council for final approval on Wednesday, March 9th. Mr. Nafie also provided an update on the maintenance work being done on the AVEX self-serve fuel farm. He mentioned that the repair is delayed due to a back order of parts needed.

Mr. Nafie mentioned that there has been development interest for vacant parcels at Oxnard Airport and staff is working on establishing development standards for properties at Oxnard and Camarillo Airports. Mr. Nafie also discussed the Oxnard Airport Taxiway Connector project and funding being provided by the Federal Aviation Administration (FAA) which includes limiting the base bid funding to 3.25 million. The department will be phasing the project further out, and expects base bids to open on April 5th. The total cost of the project is estimated at about 7.5 million and the department will continue to work on getting money from the FAA to fund as much of the project as possible.

Deputy Director Nafie shared that staff is working on budget presentations for the upcoming fiscal year which starts on July 1st, and will be presenting budget numbers to the advisory bodies in the future. Mr. Nafie also discussed upgrades and modernization of security camera systems at both airports. Staff received a bid of \$478,000 for the upgrades and staff is working with County purchasing to process payment which the airport is funding.

Report was received and filed.

8. REPORTS

Report items listed below are presented to the Aviation Advisory Commission for information only, at this time. The report items require no action or are not ready

for the Commission’s consideration. The Commission may refer these items to the Department of Airports for investigation and report back on a future agenda.

Monthly Activity Report – January 2022
Monthly Noise Complaints – January 2022
Consultant Reports – January 2022
Airport Tenant Project Status – February 2022
Project Status – February 2022
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Correspondence items listed below are presented to the Aviation Advisory Commission for information only, at this time. The correspondence items require no action or are not ready for the Commission’s consideration. The Commission may refer these items to the Department of Airports for investigation and report back on a future agenda.

Letter dated February 10, 2022 from Director Keith Freitas to Greg Ramirez, City of Camarillo re: Cloud Nine Project

Letter dated February 14, 2022 from Martin Erickson, Ventura County Transportation Commission to Jay Dobrowalski, City of Oxnard re: Teal Club Specific Plan

Letter dated February 15, 2022 from Director Keith Freitas to Jay Dobrowalski, City of Oxnard re: Teal Club Specific Plan, Recirculated Draft EIR, Ventura County, Department of Airports Review Comments

Letter dated February 22, 2022 from Andrea Ozdy, Ventura Local Agency Formation Commission to Jay Dobrowalski, City of Oxnard re: Notice of Availability of a Recirculated Draft Environmental Impact Report (DEIR) for the Teal Club Specific Plan (TCSP) Project

Correspondence was received and filed.

10. COMMISSION COMMENTS

Commissioner Bobby Williams inquired about the Form 700 filing process. Program Administrator Ana Castro shared the available options to complete and submit the form.

Commissioner Steve Tannehill thanked staff for adding page numbers to the packet. Commissioner Tannehill also thanked staff for sending packets out earlier this month.

Commissioner Scott Akina stated that he is honored to be on the Commission and that he looks forward to working with everyone. Chair Adriana Van der Graaf welcomed Commissioner Akina to the Commission.

11. ADJOURNMENT

Maggie Bird moved to adjourn the meeting and Steve Weiss seconded the motion.

There being no further business, the March 7, 2022 meeting of the Aviation Advisory Commission was adjourned at 8:04 p.m.



KEITH FREITAS, A.A.E., C.A.E.
Administrative Secretary